



Housing Authority
of the
City of Alameda

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Addendum #2 to RFP # AS12-19-2023 HCVP Consultant Services- Form of Proposal

RFP Issued: December 19, 2023

Addendum #2 issued: January 12, 2024

Below changes have been made to the solicitation:

- A. The Housing Authority of the City of Alameda (AHA) replaces Attachment B- Form of Proposal in the RFP and with Attachment B- Form of Proposal within this document.

All other terms and conditions of the RFP remain unchanged.

Proposals shall be submitted electronically by the due date to Rmehta@alamedahsg.org with a CC to Sprevette@alameda.org.

ATTACHMENT B**FORM OF PROPOSAL**

(This Form must be fully completed and placed under Part 2 of the proposal submittal.)

- A. Form:** Each Proposer shall submit their proposed fees on this form only, which shall be completed, signed, and returned to the AHA with the completed Proposal.
- B. Entry of Proposed Fees:** Each Proposer must enter the proposed fees for each of the following Pricing Items where provided. Such fees shall be all-inclusive of all related costs that the Proposer will incur to provide the listed services, including, but not limited to (unless otherwise stated herein): sales tax, employee wages and benefits; clerical support; overhead; profit; licensing; insurance; materials; supplies; tools; equipment; long distance telephone calls; document copying; etc. "No Proposal" is not allowed for any item, although a "No Charge" is allowed for one or more of the Pricing Items.
- C. Pricing Items:** Include pricing information across every year in the proposed contract term, recurring fixed, variable, and hourly fees as applicable including space for additional services that may fall within the scope but not itemized:

Table 1: Year 1 Period	
Consulting	Hourly Rate
Position & Name	\$
Position & Name	\$
Position & Name	\$
Quality Control Review	Cost Per File
File Processing	Cost Per File

Table 2: Year 2 Period	
Consulting	Hourly Rate
Position & Name	\$
Position & Name	\$
Position & Name	\$
Quality Control Review	Cost Per File
File Processing	Cost Per File

Table 3: Year 3 Period	
Consulting	Hourly Rate
Position & Name	\$
Position & Name	\$
Position & Name	\$
Quality Control Review	Cost Per File
File Processing	Cost Per File

Table 4: Year 4 Period	
Consulting	Hourly Rate
Position & Name	\$
Position & Name	\$
Position & Name	\$
Quality Control Review	Cost Per File
File Processing	Cost Per File

Table 5: Year 5 Period	
Consulting	Hourly Rate
Position & Name	\$
Position & Name	\$
Position & Name	\$
Quality Control Review	Cost Per File
File Processing	Cost Per File

Date

Company

Print Name

Signature

Office Phone

Mobile Phone

Email Address

Business Address