

Questions & Responses for Solicitation R-OPC-23352
Investigation of Systemic of HUD Practices, Policies and Procedures
Barrier Analysis in Accordance with EEOC MD-715
Submitted September 1, 2008
Contracting Specialist Ms. Katharina Washington

Question no. 1:

The effective date of EEOC Management Directive 715 (MD-715) is October 1, 2003. Are previous reports for FY 2004, FY 2005, FY 2006, FY 2007 available for review by potential bidders, or will previous reports be made available to the successful bidder upon award of this contract?

Not aware that FY2004 is available, but I know we have FY 2005 and FY 2006 and they will be available.

Question no. 2:

Is there an incumbent contractor?

No.

Question no. 3:

If the answer to no.2 is “no,” does the Government have a preferred contractor for the performance of this contract?

No.

Question no. 4:

What is the name of the contractor (if applicable) that performed previous reports in compliance with MD-715?

The work was done by staff members of ODEEO.

Question no. 5:

What is the ceiling price for this contract?

The ceiling price is \$100,000.

Question no. 6:

Section I-5 of the Solicitation (Experience) indicates the bidder must include the qualifications and experience of the attorneys responsible for carrying out the tasks in the Statement of Work (SOW). Is the potential bidder required to be an attorney? Is the potential bidder required to utilize the services of an attorney in the performance of this contract?

I do not believe the potential bidder has to be an attorney, but they must know the requirements put forth by EEOC with regards to the MD-715, etc.

Question no. 7:

What percentage of each employee's Official Personal File (OPF) is available via electronic access?

Not sure.

Question no. 8:

The Solicitation states the Contractor will attend bi-weekly meetings with the GTR (or, designee) and possibly others involved in the oversight of this contract. Are these face-to-face meetings, or are they sometimes conducted via teleconference?

The meetings, whenever possible, will be face-to-face.

Question no. 9:

To what extent are the following HUD officials involved in the oversight, involvement and bi-weekly meetings concerning this contract?

The individuals from the list who will more than likely be involved bi-weekly are: Sonya Carter, Frankie Cox and Jerry Holloway.

Sonya Carter – Government Technical Representative (GTR)

Katharina Washington – Contracting Officer

Linda Bradford-Washington, Director, ODEEO

Jerry W. Jones, Jr. – Director, ADR Resolution

Frankie C. Cox – Director, Affirmative Employment Division

Jerry Holloway – Acting Director, Employee Opportunity Division

Question no. 10:

The Solicitation indicates the Contractor may use various fact-finding and research methods such as email and telephone. Will the successful bidder be given latitude to determine the type of interview that should be conducted, and if necessary, interviews that should be conducted face-to-face?

Yes.

Question no. 11:

Given the fact that the Solicitation was published on FBO on Friday, August 29, 2008 and the Labor Day holiday eliminates one business day, what are the chances that the time for responding could be extended to Monday, September 8, 2008?

The Procurement office can make this decision based on responses.

Question no. 12:

It is acceptable for the potential bidder to attach the computer generated PDF format ORCA recitations to the response to this solicitation, correct?

Yes, it will be acceptable.