

The Reverse Auction Program

!!!Happy New Year !!!

Federal Fiscal Year 2012 kicked off October 1

REAC Holiday Inspection Scheduling

REAC inspections are not to be scheduled or conducted on a Federal Holiday or on a Weekend. **No Physical Inspections shall be conducted during the weeks of Thanksgiving, Christmas and the New year.** Those dates are November 19-23, 2012, December 24-28, 2012 and December 31, 2012 to January 4, 2013. This is generally consistent with that which was observed last year, as the Real Estate Assessment Center made a similar request then as well.

DCD 4.0 New Web Page ; Presentations available

Introduction to request for a Participant ID (New!!)

Introduction to request for a RAP ID (New!!)

Introduction to the Contractor Profile View module

Introduction to the Bulk Scheduling Module

http://portal.hud.gov/hudportal/HUD?src=/program_offices/public_indian_housing/reac/products/prodpass/dcd4.0

XML Generator-Bulk Scheduler (see also “blast” email of 10/19/12)

http://portal.hud.gov/hudportal/HUD?src=/program_offices/public_indian_housing/reac/products/prodpass/dcd4.0

Cancellation Notification

When an inspection is cancelled, the contractor must make prompt contact with the property. This will reduce instances of unnecessary cost to the property. For instance, incurrence of costs (i.e. time, travel, etc) for a representative to accompany the inspector can more likely be avoided with such prompt notice of cancellation.

Compilation Bulletin 2.3

Compilation Bulletin 2.3 dated 8/22/12 is effective for all inspections conducted on or after September 4, 2012.

http://portal.hud.gov/hudportal/HUD?src=/program_offices/public_indian_housing/reac/products/pass/pass_bulletin

November, 2012



Please direct feedback, suggestions and recommendations for the next Newsletter issue to REAC Reverse Auction Program@hud.gov

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SPECIAL POINTS OF INTEREST

- Compilation Bulletin 2.3 now in effect (page 1)
- “Workload Management” is a helpful reverse auction site feature (page 2)
- **Verify REAC data against Properties data before inspection occurs . (General Reminder)**

Recent RAP Contractor E-mail “blasts” also include:

“Enhancements to REAC's Physical Assessment Sub-System” dated September 17, 2012

EXTENSIONS: Request to extend Period of Performance End date

All inspections are to be conducted within the stated period of performance for the Auction. However, extension requests will be considered/available in certain circumstances.

- (1) Extension requests should be received by RAP during the initial 20-day scheduling timeframe.
- (2) For previously scheduled inspections, requests should be received as soon as possible but MUST be received prior to the end of the period of performance.
- (3) All extension requests must be for a reasonable timeframe.
- (4) Send requests via email to REACReverseAuctionProgram@hud.gov and include the inspection number(s), tentative date(s), and a valid reason the extension is needed.

Examples of valid reasons:

Situations such as described in UPCS Inspection protocol (weather related, emergency related to inspector).
Inspector originally scheduled was de-certified

- (5) You will receive an email notice with the status of the extension request
- (6) Situations such as described in UPCS Inspection protocol (weather related, emergency related to inspector).
- (7) Inspector originally scheduled was de-certified
- (8) You have offered 3 separate dates within the Period of Performance but the property could not be available (please provide the dates offered and the point of contact/POC info)

Workload Management— set this feature before auction

Feature in reverse auction web environment—mitigates risk of winning inspections that cannot be completed within the timeframe stipulated within the purchase order.

Scheduling within 20 days of award

Within 20 calendar days of award notification schedule inspection with POA/ED or appointed representative, where

- date & time is mutually agreeable among POA/ED and inspector, and schedule within required period of performance. Provide Inspectors name to POA/ED.
- revised Inspection Confirmation email is sent to POA/ED and copy to Reverse Auction Program when re-scheduling due to extension request approvals.
- Secure Systems scheduler is used to enter date, time and M-ID of responsible inspector.
- any other data provided by PIH-REAC for the inspection, such as the name and address of the owner and management agent, email address, and phone numbers is entered, and
- the building and unit data provided during the auction and as reflected in the purchase order award, shall be used as a guide for the profile verification. This is the most current information maintained within PIH-REAC. Please use this data to verify against POA/ED building and unit count upon initial contact, per 1st bullet, above.

Report any discrepancies (unit, building counts) immediately thru TAC! This refers to comparison with data obtained upon initial contact with POA/ED. It will save valuable time & effort!