



**Abilene HA RFP # AHA-2026-002  
Temporary Staffing Agency Services  
Addendum #1 - Answers to Questions  
Issued April 1, 2026**

Answers to questions related to RFP # AHA-2026-002 Temporary Staffing Agency Services. The questions are in black, and the answer(s) follow in blue:

- 1) Can AHA confirm whether the contract is intended for traditional staffing only or includes managed workforce / payroll-only (payrolling) services as well?

The contract is intended for traditional staffing only.

- 2) Are there any minimum qualification standards or certifications required for specific roles (e.g., inspectors, counselors)?

- No certifications are required for these roles.
- Minimum qualifications, Maintenance positions:
  - High School Graduate or GED minimum requirement.
  - Knowledge of general maintenance.
  - Ability to work indoors and outdoors.
  - Good verbal, communication, and written skills.
- Minimum qualifications, Inspector:
  - Associate's degree and/or equivalent education OR professional related experience in lieu of a degree
  - Excellent interpersonal skills
  - Moderate computer ability
  - Proficiency of modern equipment, including cell phones, fax machines, scanners, computers, iPads, and/or other hand-held devices, GPS, and printers
  - Prepare and present ideas in a clear and concise manner, both orally and in written form
  - Establish, maintain, and promote effective working relationships with departmental employees, co-workers, vendors, consultants, contractors, and landlords/tenants; display ability to effectively communicate with people from a broad range of socio-economic backgrounds
  - Ability to work productively in a variety of internal and external working conditions and environments
- Minimum qualifications, Counselor:
  - Candidate must have a Bachelor's degree and/or equivalent education and work experience, be comfortable working in a fast-paced environment with deadlines, be able to read and interpret new policies and procedures, willing to work in the field, possess excellent verbal and written communication skills, have a working knowledge of Microsoft Word, Excel and PowerPoint (Access is a plus) as well as great customer service/people skills.

**Abilene HA RFP # AHA-2026-002**  
**Temporary Staffing Agency Services**  
**Addendum #1 - Answers to Questions**  
**Issued April 1, 2026**

- 3) For HUD Form 50071 (Certification of Payments to Influence Federal Transactions), should vendors submit the form with the proposal, or only upon contract award if the threshold exceeds \$100,000?

Submit HUD Form 50071 with the proposal.

- 4) For Standard Form LLL (Disclosure of Lobbying Activities), should vendors submit a blank form if no lobbying activities exist, or only if applicable?

Submit either a completed SF-LLL (if lobbying occurred), or a signed statement indicating “No lobbying activities to disclose”.

- 5) For HUD Form 5396-C (Certifications and Representations), are electronic signatures acceptable for submission?

Yes, electronic signatures are acceptable.

- 6) Can AHA confirm whether all HUD and federal forms listed under attachments are mandatory at submission, or if any are required only post-award?

Return the following forms: HUD Form 50071 and HUD-5396-C.

- 7) Are there any additional HUD compliance requirements (e.g., Section 3 reporting, Davis-Bacon applicability), that vendors should account for in pricing or execution?

Vendors are responsible for complying with the RFP guidelines.

- 8) For Form 1295 (Texas Ethics Commission), should vendors submit proof at proposal stage or only prior to contract execution?

Only prior to contract execution.

- 9) What is the intended number of awards (approximate number)?

See page 3-4 of the RFP: “(3) Goal: ... AHA anticipates awarding a contract to a single vendor; however, the Authority reserves the right to award contracts to multiple vendors if determined to be in its best interest to ensure adequate staffing levels...”

- 10) What are the estimated funds allocated for this contract?

Information not available.

- 11) Could AHA please provide the estimated budget for this opportunity, as well as any historical spending data for similar services?

Information not available.

**Abilene HA RFP # AHA-2026-002**  
**Temporary Staffing Agency Services**  
**Addendum #1 - Answers to Questions**  
**Issued April 1, 2026**

12) What is the tentative start date for this engagement?

The tentative start date would be as soon as possible upon award approval, ideally within a couple of months after the solicitation period closes.

13) What is the work location of the proposed candidates?

Possible work locations include:

- AHA Administrative Office: 1149 E S 11<sup>th</sup> St, Abilene, TX 79602
- AHA Public Housing Office: 4398 N 7<sup>th</sup> St, Abilene, TX 79603
- For maintenance and inspection positions, various field locations outside of the office

14) Is this a new contract, or are there any incumbents? If there is an incumbent, please provide the incumbent's name and pricing and confirm whether the incumbent is eligible to resubmit the proposal.

A new contract will be awarded to the successful vendor. The services are currently being provided by a vendor selected in a previous solicitation. AHA limits the term of service contracts, including option periods, to a maximum of five (5) years. Contracts exceeding this duration require re-solicitation to ensure full and open competition and continued price reasonableness. The solicitation is open to the public, including the incumbent.

15) Is this a renewal of an existing contract? If yes, please provide the details of the incumbent contractor(s) and their pricing.

This is not a renewal of an existing contract. Please see the response to question 14.

16) Are there any pain points or issues with the current vendor(s)?

No.

17) Could you please share the previous spending on this contract, if any?

The spending varies from year to year and is based on need.

18) Is there any mandatory subcontracting requirement for this contract? If yes, is there a specific goal for the subcontracting?

No.

19) How many positions were used in the previous contract (approximate)?

3 positions.

**Abilene HA RFP # AHA-2026-002**  
**Temporary Staffing Agency Services**  
**Addendum #1 - Answers to Questions**  
**Issued April 1, 2026**

20) How many positions will be required per year or throughout the contract term?

There is no required number of positions per year, but historically, we have relied on 2-3 temporary staff persons per year.

21) If the resources we provide at the time of proposal submission are unavailable at the time of a potential contract award, could vendors replace them with equally qualified resources?

Yes.

22) Can we provide hourly rate ranges in the price proposal?

Yes, hourly rate ranges are helpful.

23) Will the County allow mid-contract price adjustments (e.g., for agency fees or wage rates), and if so, under what conditions?

Yes, mid-contract price adjustments must be proposed in advance and approved by AHA prior to implementation. The conditions under which an adjustment is proposed are negotiable.

24) If adjustments are permitted, is there a specified mechanism (e.g., annual review, CPI-based increase, or mutual negotiation) that governs such changes? Should the initial proposal reflect fixed pricing for the entire term, or can adjustments be proposed in advance as part of the contract?

Mutual negotiation will govern any such changes. Adjustments can be proposed in advance.

25) What are the invoice/payment terms (NET 30, NET 45, etc.) and required invoice fields?

Net 30.

26) What are the reporting requirements?

The contractor will provide monthly statements showing any activity under the contract for the prior month.

27) Is the work entirely onsite, or is there a possibility for remote operations and performance?

The work is entirely onsite at the office locations mentioned in question 13.

28) 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?

No, resumes are not required at time of proposal submission.

**Abilene HA RFP # AHA-2026-002**  
**Temporary Staffing Agency Services**  
**Addendum #1 - Answers to Questions**  
**Issued April 1, 2026**

29) Could you please provide the list of holidays? Are there any mandated Paid Time Off, Vacation, etc.?

There is no mandated Paid Time Off or Vacation and the list of company holidays is as follows:

- New Year's Day
- Martin Luther King Day
- Memorial Day
- Juneteenth Holiday
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Day

Temporary staff are paid for only the hours they work and AHA is not responsible for paying them for Holidays.

30) Insurance Submission Requirement: Should respondents submit proof of insurance with the proposal or only after the award is granted?

Respondents may submit proof of insurance after award is granted.

31) MBE Compliance. If the respondent is an MBE by NCTRCA, does this meet the requirements of "Small, Women, Minority Business Enterprises Utilization Statement", or is subcontracting still required?

Yes, subcontracting is not allowed.

32) Online Submission Method: Can AHA confirm whether the response must be submitted only through the Online Submission Form link and not via any separate procurement portal?

Submissions will only be accepted at the Online Submission Form link.

33) Online vs Hard Copy Submission: Are respondents required to submit both an online PDF and a physical hard copy by the due date and time?

Online submission as one PDF document only.

34) Builder's Risk Applicability Under Insurance Requirements: Is "Builder's Risk" applicable to this RFP?

No.

**Abilene HA RFP # AHA-2026-002**  
**Temporary Staffing Agency Services**  
**Addendum #1 - Answers to Questions**  
**Issued April 1, 2026**

35) Section 3 Requirement: Is Section 3 mandatory, and does it impact evaluation scoring or provide preference?

No, preferred but not required.

36) Subcontracting for Section 3: Can vendors use subcontractors to meet Section 3 requirements?

If it meets the Section 3 requirements.

37) Exhibit B Clarification: Can AHA provide Exhibit B or confirm if it refers to forms listed under "AHA and State of Texas Forms" on Page 14?

Exhibit B is all forms listed under "B. AHA and State of Texas Forms".

38) Page Limit Requirement: Is there a specific page limit for the proposal response?

No.

39) Subcontractor Form Location: Does "Listing of Proposed Subcontractors" refer to the form on Page 51, and is it part of Company Biography or separate?

Yes, this form is on page 51 of the RFP. See form instructions: "A completed Profile of Firm Form and Company Biography must be submitted for each proposed subcontractor."

40) Tab Format Requirement: Is the proposal required to be submitted in a tabbed format?

Please see instructions in "E. Submission Requirements". The online submission should be one PDF file only.

41) Contract Term: What is the term of the contract?

The term of the contract is one year with 4 optional one-year renewals.

42) Annual Staffing Volume: What is the estimated total number of temporary staffing requests annually?

The estimated total number of requests annually is 2-3.

43) Long-Term Assignments: Can AHA clarify the frequency of assignments exceeding three (3) months?

The majority of assignments exceed 3 months.

44) Bilingual Requirement: What percentage of roles require bilingual (English/Spanish) candidates?

There is no role that requires bilingual candidates.

**Abilene HA RFP # AHA-2026-002**  
**Temporary Staffing Agency Services**  
**Addendum #1 - Answers to Questions**  
**Issued April 1, 2026**

45) Staffing Turnaround Time: What is the expected turnaround time for urgent and planned staffing requests?

There is no expectation for turnaround time. Please indicate in your proposal the proposed turnaround time for urgent and planned requests.

46) Training Responsibility: Is the vendor required to provide training to employees?

The vendor is not required to provide training to employees.

47) Attachment F Clarification: Where can Attachment F be located, and is the Respondent's Certification on Page 53 considered Attachment F?

The online form, Attachment A, will also serve as Attachment F.

48) Pricing Tables Requirement: Should only Tables 1–5 (Pages 12–13) be completed under Tab 9, or is additional cost information required?

Although no additional cost information is required, please provide any additional cost information relevant to your proposal. The contents of the proposal are what serve as the basis for consideration and review, and potentially the terms of the contract.

49) Table 4 Pay Rates: In Table 4, should estimated pay rates be provided for all positions or only frequently used ones?

Please provide estimated pay rates for all positions.

50) Hard Copy Submission Details: If hard copies are required, how many originals/copies should be submitted, and to which address?

Only electronic submissions are being accepted. Use the link provided under "E. Submission Requirements".

51) Standard Form LLL Does "Standard Form LLL" refer to "Disclosure of Lobbying Activities" (Pages 39–40)?

Yes.

52) Form HUD-50071 Does "Form HUD-50071" correspond to the form on Page 41?

Yes.

53) Form HUD-5369-C Does "Form HUD-5369-C" correspond to the form on Page 42, and is that sufficient?

Yes.

**Abilene HA RFP # AHA-2026-002**  
**Temporary Staffing Agency Services**  
**Addendum #1 - Answers to Questions**  
**Issued April 1, 2026**

54) HUD Forms Submission: Are all HUD & Federal Form Exhibits required at submission, or are some for reference only?

Some are for reference only.

55) Digital Signature Requirement: Can initials or an alternative acknowledgment be used if a full digital signature is not feasible in the online form?

No.

56) Employee Benefits: What benefits are currently provided to temporary staff, and is the vendor responsible for providing them?

No benefits are provided.

57) Assignment Extension Conditions: Under what scenarios do assignments typically exceed three (3) months?

As an example, AHA would extend the assignment if the volume of work related to a project was still enough that the additional support is needed.

58) Replacement Turnaround Time: What is the expected replacement turnaround time for absent or rejected staff?

AHA recommends responders provide their estimate of turnaround time in their proposal.

59) Portal Pricing Submission: Should pricing be entered in the portal (Pricing Items – Qty 2), or only in Tab 9 of the proposal?

Submit pricing only in Tab 9. Do not submit any pricing at the portal.

**End of Addendum**