



Oakland Housing  
Authority

**RFP #17-021**

## **Unlawful Detainer Services**

### **Addendum #1**

Date issued and released: December 5, 2017

#### **Responses to Questions**

#### **Scope of Work:**

**Question 1:** In Section 4.1.C – Quality of Service, the Oakland Housing Authority (“Authority”) asks for a sample of a pleading, what type of pleading would the Authority like?

**Answer:** The Authority would like a sample for each of the following pleadings:

1. Summons
2. Civil Case Cover Sheet
3. Complaint
4. Response to Form Interrogatories
5. Settlement Agreement/Stipulation
6. Response to Motion for Summary Judgment.

**Question 2:** The Authority staff will do the groundwork to initiate the eviction process, including serving the tenant with the Notice, but who will prepare the Notice to Cease and/or Notice to Pay Rent or Quit?

**Answer:** For non-payment of rent, the Authority will prepare the Notice to Pay Rent or Quit and for cause cases, the Notice to Cease. However, for more complex issues, the attorney will prepare the Notice to Cease.

**Question 3:** Will the attorney be working with the Authority Property Administrator (property manager) directly or above them?

**Answer:** The attorney will be working with the Authority legal department, which may be headed by an in-house attorney.

**Question 4:** Is the Authority planning to hire an in-house attorney?

**Answer:** The Authority is considering filling the position.

**Question 5:** What is the time range for the in-house attorney to join the Authority?

**Answer:** Uncertain, as the Authority is in negotiations with a potential candidate.

**Question 6:** If the Authority hires the in-house attorney, what would the in-house attorney's role be in relation to the outside counsel?

**Answer:** The in-house attorney may handle several cases and may need assistance from outside counsel. Regardless, the Authority will need outside counsel due to the number of cases and for complexities of individual cases.

**Question 7:** The in-house attorney that the Authority will be hiring, will that person have experience with housing (unlawful detainers), or will the person be a new attorney out of law school, or will the person have experience in other fields other than housing? And if the person has experience with housing (unlawful detainers), will the person have experience in Alameda County?

**Answer:** The Authority will not disclose at this time.

**Question 8:** With regards to the Admission and Continued Occupancy (ACOP), is it on file?

**Answer:** The Oakland Housing Authority's ACOP is available on the Authority's website: <http://www.oakha.org/AboutUs/ReportsPolicies/Pages/default.aspx>

**Question 9:** Is there a cap on the contract amount? And if yes, is the cap yearly or for the entire contract. For example, in the past and with other Housing Authorities, they capped the contract amount at \$250,000 per year.

**Answer:** The contract(s) procured through this RFP will have a maximum amount for the initial, two year term, and for each of the one year option terms. The maximum amount for the contract(s) procured through this RFP has not been determined yet. It will depend, in part, on the number of law firms that are selected.

#### **Oakland Housing Authority Economic Opportunities Policy:**

**Question 10:** How are jobs advertised through the Authority's Family and Community Partnership (FCP)?

**Answer:** FCP posts job openings on its bulletin boards at two satellite offices (east and west districts), and in the Authority's website under the "FCP Events and Activities" and the Human Resources Department's "Current Job Openings". FCP also sends emails to residents who have opted in to the job notification program.



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Proposer hereby acknowledges this addendum:

Name of Firm: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Acknowledgement of this Addendum must be included with your proposal.**