



Oakland Housing  
Authority

**QUOTE #18-001  
Business Continuity Plan**

**Addendum #1**

**Date issued and released, February 1, 2018**

**Responses to Questions:**

The following questions were submitted by the deadline and are answered in this addendum.

**Question #1:** How does this quote relate to the Oakland Housing Authority RFP #17-019 Internal Auditing Services from late 2017?

**Answer #1:** No correlations.

**Question #2:** Is the development of a strategic plan part of this project? The last bullet within Section 2.1 refers to strategic planning as does some of the text within Section 2.2. However, strategic plan is not listed as a project deliverable.

**Answer #2:** It is the expectation that a strategic plan be developed to compliment the Business Continuity Plan to assist with devising efforts to roll-out the Business Continuity Plan to the staff and coordinate the entire management of the plan should the need arise.

**Question #3:** Is there a budget determined for this project? If so, can you share it with potential bidders?

**Answer #3:** Since this is a new effort, a specific budget has not been established but we expect the bidders to lay out a plan and submit their best cost for a final product.

**Question #4:** When will questions be answered?

**Answer #4:** By 5:00 PM on Thursday, February 1, 2018.

**Question #5:** Can you provide bidders 3-4 business days to update and submit proposals after the questions are answered? If questions are answered Friday, that does not allow sufficient time for bidders from out of town to update proposals and have them shipped to the housing authority before the deadline.

**Answer #5:** Questions will be answered by 5:00 PM Thursday, February 1, 2018.

**Question #6:** What are the examples of potential "other factors that would be requested by the Authority" – given that the Statement of Work makes reference to "other factors" several times?

**Answer #6:** Other factors are the unknown when may hinge on outside factors not controlled by the Authority.

**Question #7:** Based on your organizational chart, how many departments are within the business unit?

**Answer #7:** 13 departments and 22 Divisions.

**Question #8:** Do departments include those units that are not labelled “department”, i.e., Planning, Implementation, and Compliance?

**Answer #8:** Yes, there are divisional embedded within many of the departments that are not listed on the organization chart.

**Question #9:** Are there documented departmental activities plans and reports for each of the departments for the consultant review (p2 of 10 items 2 at bottom of the page)?

**Answer #9:** Yes, in the current Business Continuity Plan and the Emergency Disaster Plan there are key roles and necessary staffing levels were established. Also essential staff and rolls were identified.

**Question #10:** What other areas might be deemed necessary or requested by OHA for which the consultant will need to plan capacity beyond the Statement of Work? (Bullet 1, page 3 of 10)?

**Answer #10:** The other areas deemed necessary is identifying outside agency the Authority would need to establish relationship with.

**Question #11:** Are there any time constraints that the Authority is aware of that will impact the completion of the project?

**Answer #11:** The time constraint is having a plan prepared to present to the entire agency at the annual summer school which occurs in the July-August timeframe or the agency’s annual retreat which occurs in the fall either October or November.

**Question #12:** Is there a more recent Administration Plan than the March 2014 plan?

**Answer #12:** Yes. The Administration Plan published in April 2016 is available on our website.

**Question #13:** What timeframe is the Authority looking at for completing these procedures?

**Answer #13:** The Authority expects to have the finished product within 6 months, but the consultant will identify a timeframe that they can realistic meet to have a finished product.



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Bidder hereby acknowledges this addendum:

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

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

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

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