Audit Volume and Program Scope

1. Please provide the total number of new admissions and tenant transfers for each of the two review periods identified in the RFP.
   10/1/2024 to 9/30/2026: 257 Public Housing and 76 HCV – 100 %
   10/1/2022 to 9/30/2024: 316 Public Housing and 141 HCV – Only 10%
2. Does the scope include both Public Housing and Housing Choice Voucher programs, or is it limited to Public Housing?
   Both Programs
3. How many developments or AMPs are included in the review?
   12 Public Housing developments

Historical Records and System Access

4. What software system does BHA utilize for waiting list and transfer management?
   Yardi Voyager and RentCafe
5. Are historical waiting list rankings, application dates, preference assignments, selection records, and system audit trails available for the periods under review?
   Yes – each waiting list generation creates a snapshot of the waiting list that can be retrieved
6. Will electronic records and read-only system access be available to the selected contractor?
   Yes

Audit Scope and Methodology

7. Is the review limited to determining whether admissions and transfers occurred in the proper order, or should it include eligibility determinations, applicant notifications, and supporting documentation?
   Both
8. Should all transfer categories, including emergency, reasonable accommodation, administrative, and VAWA-related transfers, be included?
   Yes
9. Does the VAWA review require individual case-file testing, or is it limited to policy and procedural compliance?
   Both
10. May the contractor establish an independent sampling methodology for the required 10% reviews?
    Yes

Deliverables and Project Administration

11. Does BHA require one consolidated final report or separate reports addressing admissions, transfers, and policy compliance?
    Separate Reports
12. What is the anticipated contract commencement date and required completion date?

3 Months ending 1/31/2027

13. Can the engagement be completed remotely, or will on-site activities be required?
    Remote is workable with secure server
14. May the proposed fee include stated transaction-volume assumptions and a written change-order provision for material changes in scope?
    Yes