NEWPORT NEWS REDEVELOPMENT
AND HOUSING AUTHORITY
227 27TH STREET
NEWPORT NEWS VA 23607

1. Amendment Number 01 of Solicitation Number: RFP #FOICRAR-08-26 dated: 08/26/2026

2. Issued by: Felicia Simmons

3. The above numbered solicitation is amended as set forth below. Responders must acknowledge receipt of this amendment by signing this form below and submitting it with their response.

4. Description of amendment:

This addendum supplements, modifies, changes, deletes from, or adds to the original bid documents, dated 08/26/26, Financial Operations, Internal Controls & Risk Assessment Review, and is herein part of the bid documents.

A. Responses to questions submitted on or before Friday, September 18, 2026:

The following submitted questions and their corresponding answers are included in this addendum and are made part of the bid documents.

Q1. What specific event, concern, or objective prompted NNRHA to initiate this review at this time?
A1. *This review was initiated because the Finance Director retired with limited transition overlap. The Deputy Executive Director is currently serving as Interim Finance Director.*

Q2. How significant is the review of RAD transactions and affiliated entities relative to the broader financial operations, internal controls, compliance, and organizational assessment?
A2. *The review of RAD transactions and affiliated entities is not expected to be a significant component compared with the broader review of financial operations, internal controls, compliance, and the Finance Department's organizational structure.*

Q3. Does NNRHA have a preferred engagement start date, target completion date, or deadline for presentations to the Executive Director, Leadership Team, Finance Committee, or Board of Commissioners?
A3. *No target date has been established, but contract may start prior to the end of October 2026.*

Q4. Of the Special Areas of Interest identified in Section III.H, which areas should receive the greatest depth of review, and to what extent does NNRHA expect transaction testing versus high-level assessment in those areas?
A4. *The areas requiring the greatest depth of review are: (1) staff capacity and organizational design; (2) process automation and efficiency opportunities; and (3) financial reporting improvements.*

Q5. What existing materials will be available to the selected consultant, including prior audits, management letters, HUD reviews, risk assessments, policies and procedures, organizational information, and affiliated-entity records?
A5. *Relevant materials will be made available, particularly documents that identify areas of concern within the Finance Department's operations.*

Q6. What financial, housing management, budgeting, procurement, payroll, reporting, and document-management systems are currently used by NNRHA and its affiliated entities?
A6. *NNRHA currently uses Yardi One.*

Q7. How many affiliated entities, partnerships, ownership structures, development entities, and operating entities are expected to be included in the review?
A7. *Specific affiliated entities, partnerships, ownership structures, and development entities are not expected to be reviewed in significant detail. They may be considered only as they relate to the broader review described in A2 and A4.*

Q8. Has NNRHA established a budget range, funding expectation, or not-to-exceed amount for this engagement?
A8. *No budget range, funding expectation, or not-to-exceed amount has been established. This is was published as an RFP so solution quality, experience and price are all factors that will be evaluated.*

Q9. Approximately how many staff, executives, board members, and affiliated-entity representatives does NNRHA anticipate participating in interviews and meetings?
A9. *Approximately 15 individuals are expected to participate in interviews and meetings.*

Q10. Does NNRHA have a preference regarding onsite versus remote activities, including interviews, document reviews, status meetings, and presentations?
A10. *A hybrid approach is acceptable. The parties may agree before the engagement begins which activities will be conducted onsite and which will be conducted virtually.*

Q11. Is the RFP and Scope of Service that are described a response to remediate independent audit findings from past years?
A11. *No. Although current audit findings are expected to be discussed during the engagement, they did not prompt the RFP or its Scope of Services.*

Q12. When is the anticipated commencement date of the engagement?
A12. *The engagement is anticipated to begin before the end of October 2026.*

Q13. What is the time frame guidelines for the performance in terms of dates of each of the four (4) phases of the engagement? For example, is the expected end date of the entirety of the engagement predetermines (say by April 30, 2027?).
A13. *NNRHA anticipates at least a six-month engagement. The schedule for each phase may be finalized before the engagement begins.*

Q14. Is there an expectation that the work be conducted on-site or is a hybrid virtual approach acceptable?
A14. *A hybrid approach is acceptable. See A10 for additional details.*

Q15. Who (in terms of position level) would be the internal liaison to work with our firm for the duration of the project?
A15. *The internal liaison will be Ronald Jackson, Deputy Executive Director and Interim Finance Director.*

Except as provided herein, all terms and conditions of the solicitation remain unchanged and in full force and effect.

Acknowledged by: ______________________________
Contractor

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Felicia Simmons, Director of Administrative Services