



## ADDENDUM NUMBER ONE

March 2, 2021

**RFP #21-901-14**

### **ORGANIZATIONAL REVIEW AND ASSESSMENT OF THE HOUSING AUTHORITY OF NEW ORLEANS**

THIS ADDENDUM IS BEING ISSUED TO INCORPORATE THE FOLLOWING IN THE REFERENCED REQUEST FOR PROPOSALS

#### **ITEM #1 PROPOSAL DUE DATE AND TIME**

DELETE: SUBMISSION DUE DATE: MONDAY, MARCH 8, 2021 @ 2:00 CST

INSERT: SUBMISSION DUE DATE: MONDAY, MARCH 15, 2021 @ 2:00 CST

#### **ITEM #2 INDEX OF SUBMITTAL DOCUMENTS**

DELETE: Remove "INDEX OF SUBMITTAL DOCUMENTS" from the RFP.

INSERT: Insert "REVISED INDEX OF SUBMITTAL DOCUMENTS" into the RFP, as attached.

#### **ITEM #3 WRITTEN QUESTIONS RECEIVED**

**Q1:** The following forms are not included in the Index of Submittal Documents provided. Please verify that we do not need to include the following forms in the response to the RFP

- Contracting Schedule
- Section 3 Employment and Training Schedule
- Letter of Intent- Subcontractor Commitment Form – (if this needs to be included, do we only list the DBE/WBE or complete one form for each subcontractor, even if they are not section 3 DBE/WBE?)

A1: A Contracting Schedule, and the Section 3 Employment and Training Schedule are required in your response. The Letter of Intent – Subcontractor Commitment Form is also required for all subcontractors, even if the subcontractors are not Section 3 DBE/WBE subcontractors.

Refer to ITEM #2 of this Addendum.

**Proposals must be received by the Housing Authority of New Orleans (HANO) in the Office of Procurement and Contracts by 2:00 p.m., local time on Monday, March 15, 2021. All terms and conditions shall remain as stated in the original Request for Proposal. All addenda must be acknowledged.**

**END OF ADDENDUM NUMBER ONE**

**HOUSING AUTHORITY OF NEW ORLEANS  
REQUEST FOR PROPOSALS  
FOR  
ORGANIZATIONAL REVIEW AND ASSESSMENT OF THE  
HOUSING AUTHORITY OF NEW ORLEANS**

**RFP #21-901-14**

**REVISED INDEX OF SUBMITTAL DOCUMENTS**

The Index of Submittal Documents is provided to assist in completing a responsive submittal. The Index of Submittal Documents contains a listing of all required submittal items.

Please review this table, and submit with your proposal all documents that are checked as a “Required Submittal”. Documents that are checked “Signature Required” must be properly executed. Documents that are checked “Notary/Corporate Seal Required” must be notarized and/or have a corporate seal affixed.

<b>INDEX OF SUBMITTAL DOCUMENTS</b>			
<b>DOCUMENT</b>	<b>REQUIRED SUBMITTAL</b>	<b>SIGNATURE REQUIRED</b>	<b>NOTARY/CORPORATE SEAL REQUIRED</b>
Contractor’s Summary	√	√	√
HUD-5369-C, Certifications and Representations of Offerors (Non-Construction Contract)	√	√	
Non-Collusive Affidavit	√	√	√
Certification of Contractor Non-Exclusion	√	√	
Acknowledgement of Addenda (if any)	√	√	
E-Verity Affidavit	√	√	
Section 3 Employment Action Plan	√	√	
Section 3 Training Action Plan	√	√	
Contracting Action Plan for Section 3/DBE/WBE	√	√	
List of Core Employees	√	√	
Contracting Schedule	√	√	
Section 3 Employment and Training Schedule	√	√	
Letter of Intent	√	√	
Statement of Understanding	√	√	√
Written Proposal (In accordance with Part III – Submission requirements)	√		

**NOTE: ALL REQUIRED SUBMITTAL DOCUMENTS MUST BE SUBMITTED WITH THE PROPOSAL PACKAGE**