



ADDENDUM NUMBER THREE

August 15, 2023

IFB#23-910-36

IT PROJECT AND STAFF AUGMENTATION

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

1. Section 2.1.1, states: "The selected contractor shall provide the following professionals, at minimum." Is it mandatory to apply for all of the positions or can firms select one/some? **HANO is searching for all roles.**
2. Section 3.1.4.2, states: "...The company can showcase past projects...and references from previous clients...". Is it mandatory to provide references from previous clients or can they be from current clients that have a similar work sample? **Either.**
3. Can the Agency clarify how many firms are intended to be awarded? **The intention is to award one bidder per skill set, based on the nine hourly rates requested. It's possible for a single bidder to win multiple awards, each aligned with the different skill sets. The final number of vendors to be awarded will depend on the evaluation results and the alignment of bidder qualifications with the specified skill sets.**
4. Is the Agency looking for firms to recruit the personnel to fulfill the job positions or for firms to provide "in-house" personnel to fulfill the positions required? **In this context, the RFP is requesting the resumes of personnel who will be providing the actual services related to the project. This refers to the proposed candidates who will be fulfilling the roles described in the RFP. The focus is on the qualifications and expertise of individuals who will contribute directly to the project tasks and deliverables.**
5. It is our understanding that if multiple awards are given the budget will go under a guaranteed contract minimum amount as per section 3.3.1.1.1, however, how much will the budget be if only one firm gets awarded? **That information is not available for disclosure.**
6. Can the agency confirm if there are any specific format requirements (font, size, spacing) for the proposal response? **There is no specific font, 12pt font minimum, no spacing specified.**
7. Can the Agency clarify if there is going to be a set-aside goal percentage for the proposal? **There is no set aside.**
8. Section 3.1.4.1: Could HANO please clarify if there is a page limit for the resumes of the personnel proposed? **There is no limit as long as every required tab is submitted.**

9. Section 3.1.4.2: Is it mandatory to provide copies of licenses and/or certifications in the proposal response? **Please provide the documents listed in the required submittals section.**
10. Section 3.1.4.3: Could HANO please clarify how many references we have to provide alongside the proposal response?
11. Section 5. CONTRACT AWARD, point 5.1.1: Could HANO please provide the terms and conditions of this project? **Refer to attachment F in the RFP.**
12. Section 5. CONTRACT AWARD, point 5.1.1: Could HANO please clarify which Attachment G is referring to in this section? Since the Attachment G provided in the RFP is the Acknowledgment of the Addenda. **Attachment G is for addenda acknowledgment.**
13. Section 5. CONTRACT AWARD, point 5.2.1: Could HANO please provide the Sample Contract, Attachments G and G-1 through G-4? **Attachment G is for addenda acknowledgment.**
14. Section 3.4 Proposal Submission: We understand that you have requested the responses to be submitted in Hard Copies, would HANO accept an electronic proposal submission instead of a hard copy submission? **At this time responses must be submitted by hard copy.**
15. Is it required to provide the COI alongside the proposal response? **This can be provided within 10 days of the notice of award, if you are awarded the contract.**
16. Is it allowed to use digital signatures? **Official digital signatures are accepted.**
17. Could HANO please grant an extension on the due date? **An extension has been issued in Addendum No. 2. Submission due date is Monday, September 11, 2023, by 4:00 p.m.**
18. Our firm is a certified MBE in California by NMSDC. For Attachment B (HUD-5369-C), section 2. Small, Minority, Women-Owned Business Concern Representation point (c), can we select option 1? **You must be registered with Louisiana to select that preference.**
19. In Attachment C firms have to provide resumes for individual(s) that will act as project managers and any other supervisory personnel that will work on project. Could HANO please confirm these resumes are for the key personnel and not for the resources requested? **Resumes are for the positions listed in the RFP.**
20. Under the Proposal Format Section point 3.1.4.1 states "Provide resumes of personnel with relevant experience, education, certifications and expertise in the required services." Could HANO please confirm that the resumes requested in this section are for each of the professionals requested in Section 2.1.1? If yes, is HANO looking for sample resumes or are actual resumes required? If actual resumes are required and the personnel provided is not available at the time of contract award, can firms replace them with equally qualified resources? **In this context, the RFP is requesting the resumes of personnel who will be providing the actual services related to the project. This refers to the proposed candidates who will be fulfilling the roles described in the RFP. The focus is on the qualifications and expertise of individuals who will contribute directly to the project tasks and deliverables.**

21. Under the Proposal Format Section point 3.1.4.2 states " Provide a copy of all required licensing and or certifications, as appropriate, demonstrating your company's qualification to provide the required services. Could HANO please clarify if the licenses and certifications requested in this section pertain to the firm or personnel that will perform the services? **All applicable licenses for firm and personnel.**
22. Under the Proposal Format Section point 3.1.4.2 states " Provide a copy of all required licensing and or certifications, as appropriate, demonstrating your company's qualification to provide the required services. Could HANO please clarify what type of licenses/certifications firms are required to provide to be compliant with this section? **See number 21.**
23. Can firms provide commercial references? **You may provide references for any clients you have worked with or for.**
24. Will HANO favor firms that only provide public sector references? **HANO does not show favor, all proposals will be evaluated fairly according to the evaluation factors.**
25. Could HANO please confirm that the Hourly Rate requested in Attachment H is an all-inclusive rate (including overhead costs, payrolling, etc.)? **The hourly rate is inclusive and cannot be altered after submission. No add-ons.**
26. Under the Proposal Format Section point 3.1.6 states that firms have to comply with Section 3.6 Supplier Diversity. Could HANO please confirm if firms have to subcontract with small and minority businesses and women's business enterprises at the time of proposal submission or is this a requirement on a task order basis? **Subcontracting is not mandatory at the time of submission.**
27. Could HANO please confirm if is it required to provide the W-9 alongside the proposal response? **The W-9 must be provided for vendor setup. It can be provided post award.**
28. Could HANO please clarify if, for the proposal format, we have to provide the W-9 after Attachment J Vendor Registration Form? **The W-9 must be provided for vendor setup. It can be provided post award.**
29. Could HANO please clarify if the intent is to award only one firm? **That is the intent.**
30. Section 3.2 Entry of Proposed Rates states: "Proposed rates shall be submitted in a separate sealed envelope using Exhibit I". Could HANO please confirm if to complete this section we have to use Attachment I or H? **Attachment H, as stated in the bid.**
31. Could HANO please clarify if Attachment H is the correct form for the pricing? **Yes.**
32. Could HANO please clarify how firms should fill out the VENDOR SETUP FORM, specifically the second page where it asks to Select All Applicable Products/Services in Each Category? The categories listed on this page are not related to the job positions requested in Section 2.1.1. **Use the "other" checkbox and specify.**

33. Could HANO please clarify how firms should fill out the VENDOR SETUP FORM, specifically the second page where it asks to Select All Applicable Products/Services in Each Category? Are firms required to provide services within these categories also? **See number 32. No these are just possible categories not specified for just this project. This is an agencywide document.**
34. Could HANO please clarify if Attachment D Section 3 Business Preference Submittal Form is an optional item for the proposal response? **This document should be included.**
35. Could HANO please clarify if we do not complete the Attachment D Section 3 Business Preference Submittal Form to our proposal response, will we be disqualified? **This is a required document.**
36. Could HANO please clarify if Attachment E must be added to the proposal response? **Attachment E is for your information.**
37. 3.0 PROPOSAL FORMAT, [Table No. 3]: Could HANO please clarify if Table No. 3 is the format, we have to follow for our proposal response? **Yes.**
38. In section 3.1, tab no 8 is omitted, after, 7 the agency has mentioned tab 9. Please clarify. **Clerical error. You may tab in numerical sequence.**
39. There is a mention of sample agreement in the solicitation document, but it is not attached. **Is it Attachment F - Supplemental conditions? Disregard the mention of a sample agreement, this is a new solicitation. Attachment F is Supplemental Conditions.**

Proposals must be received by the Housing Authority of New Orleans (HANO) in the Office of Procurement and Contracts by 4:00 p.m., local time on Monday, September 11, 2023. All terms and conditions shall remain as stated in the original Request for Quotes. **All addenda must be acknowledged.**

END OF ADDENDUM NUMBER THREE