



## ADDENDUM NUMBER ONE

September 14, 2023

**RFP # 23-914-48**

### **PROJECT-BASED VOUCHER WAITLIST PURGE & TECHNICAL ASSISTANCE**

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

**Question:** The Scope of Work states "Test system performance and ability to transfer data in required format and submit sample performance test to HANO no later than 7 days prior to purging of the waiting list." What is the performance test being conducted? Is there a specific metric being measured by which the test will pass or be satisfactory?

**Answer:** **Please disregard any mention of sample performance testing. This information was included in the scope in error.**

**Question:** Are there any other Software HANO is utilizing (apart from the indicated Emphasys Elite) that the respondent shall describe in their Demonstrated Knowledge & Relevant Experience narrative?

**Answer:** **The respondent shall describe their knowledge and prior use of Emphasys Elite Software.**

**Question:** Are you receptive to alternative software solutions, in order to lower the cost and add efficiencies?

**Answer:** **No, applicants' responses and updated information will be manually entered into HANO's Emphasys Elite Software System.**

**Question:** Would HANO allow data to be submitted in a format in order to be bulk uploaded to Elite?

**Answer:** **No, applicants' responses and updated information will be manually entered into HANO's Emphasys Elite Software System.**

**Question:** Does each PBV site have its own list or is there one list for all sites? How many PBV sites are included within the scope of the waitlist purge?

**Answer:** **Yes, each site has its own list, and HANO is currently maintaining a PBV waitlist of approximately 44,312 unduplicated applicants**

**Question:** Are there separate waiting lists for special purpose vouchers?

**Answer:** **No, not relevant to the PBV purge scope.**

**Question:** What data are you seeking to gather with your Waitlist Update Questionnaire?

**Answer:** HANO would like to know if applicants are still interested in being on our Project Based Voucher waiting list and need updated contact information

**Question:** Is the preferred language data available for the families and which languages need to be considered?

**Answer:** No, the preferred language data will not be available.

**Question:** If translation is required, is the agency open to machine translation or do you require human translation?

**Answer:** Yes, the agency is open to either option machine or human translation.

**Question:** In what format will HANO provide the names and addresses of applicants on the waiting lists?

**Answer:** HANO will provide the information via Emphasys Elite.

**Question:** Is it HANO's expectation that applicants respond to the questionnaire through an electronic portal?

**Answer:** No, the questionnaire can be returned via email, facsimile, or first-class mail

**Question:** Is it acceptable to have applicants respond via email or U.S. Mail?

**Answer:** Applicants may respond via U.S. Mail or via hano.org under the Business Tab> Active Solicitations.

**Question:** Is it HANO's expectation that applicants' responses are entered manually into Emphasys Elite Software, or uploaded electronically?

**Answer:** Yes, manually enter applicants' responses and updated information into HANO's Emphasys Elite Software System.

**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 Thursday, September 21, 2023. All terms and conditions shall remain as stated in the original Request for Quotes. All addenda must be acknowledged.**

**END OF ADDENDUM NUMBER ONE**