



District of Columbia Housing Authority

1133 North Capitol Street, N.E. Washington, DC 20002-7599

(202) 535-1000

Adrienne Todman, Executive Director

ADDENDUM

ADDENDUM NO. 1

ISSUED: November 3, 2014

SOLICITATION NO.: 0001-2015
Content Development Writer

All respondents shall acknowledge receipt of this addendum in their proposal. Failure to acknowledge receipt of this addendum may be cause for rejection of your proposal. Respondents are informed that the above named solicitation is modified as follows:

The subject Letter of Solicitation closing date is changed from Friday, October 31, 2014 10:00 a.m. to Friday, November 7, 2014, 10:00a.m.

Attachment A – Questions and Answers received from a potential respondent.

ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED.

END OF ADDENDUM NO. 1

Cheryl Moore
Contracting Officer

Acknowledgement of Receipt:

Respondent: _____

Name: _____

Title: _____

Attachment "A"

Question No.1: On Page 1 of the Letter of Solicitation, it says, regarding the full scope of the work, that the "contracted will provide quotes for each project as requested and be issued a work order as needed." Would you be able to elaborate on what the full scope of the contract would entail? More specifically:

- a. How many press releases/written products would I have to produce within a set time period: a day, week or month?
- b. Would I work on site?
- c. Since the contract discusses staffing requirements and identifying key staff, what would the scope of work entail that would require staff and what type of staff would this involve?

Response No. 1:

- a. Assignments will be made on an as needed basis by the District of Columbia Housing Authority.
- b. No.
- c. DCHA will look to the contractor to determine the most effective way to fulfill the assignment.

Question No. 2: The Letter of Solicitation also states that the "Respondent shall carry and pay for insurance.: Am I required to carry insurance to submit the bid or may I purchase it after I get a response on the bid?"

Response No. 2: No. However, you need to provide a certificate indicating that you are insurable.

Question No. 3: On Page 5 of the Letter of Solicitation, it says "Cash donations to DCHA's Section 3 Fund are presented." Could you please explain what this means?

Response No. 3: If awarded the bid, you must comply with one of the five options provided in adherence to the Section 3 criteria.

Question No. 4: On Page 10, of the Letter of Solicitation, it says that 2 points will be given if the contract says "Will provide pro bono services." Could you explain this.

Response No. 4: As indicated in response to question number three. If awarded the bid, you must comply with one of the five options provided in adherence to the Section 3 criteria.

Question No.5: On Page 11 of the letter of Solicitation, it says that DCHA will recognize Certified Business Enterprise. Would I have to be certified to be awarded a contract.

Response No.5:No.

Question No. 6: On Page 2 of the Department of Finance and Tax Revenue Tax Certification Affidavit, it requires a notary and states "District of Columbia." Does the notary have to be from the District of Columbia and could the notary in Virginia meet the requirement.

Response No. 6: No, the notary does not have to be from the District of Columbia. Yes.