



**Addendum**

**Addendum No. 2**

**Issued: June 18, 2015**

**Letter of Solicitation No. : 0024-2015**

**Outreach and Community Engagement Consultant Services**

All respondents shall acknowledge receipt of this addendum, sign below and return it with your bid. **Failure to acknowledge receipt of this addendum may be cause for rejection of your bid.** Respondents are informed that the above named solicitation is modified as follows:

- I. The District of Columbia Housing Authority has received questions in response to the subject solicitation and is outlined in "**Exhibit A Questions/Concerns**" of this addendum.

**ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED**

End of Addendum No. 2

Cheryl Moore  
Interim Contracting Officer

Acknowledgement of Receipt:

Respondent: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

**Outreach and Community Engagement Consultant Services  
0024-2015**

**Questions/Concerns**

**QUESTION 1:** - Is there a limit to the number of pages for the Technical Proposal?

**DCHA RESPONSE:** Please note the proposal format shall not exceed maximum of (30) pages as stated on page 8 of the Letter of Solicitation.

**QUESTION 2:** -What is form FR 500 or FR532 from OTR on page 26?

**DCHA RESPONSE:** FR-500 Combined Registration Application for Business DC Taxes/Fees/Assessments or; FR 500 Notice of Registration. Please refer to the Office of Tax and Revenue <https://www.taxpayerservicecenter.com/fr500/>

**QUESTION 3:** Should we wait until contract award to complete the EEOC plan?

**DCHA RESPONSE:** All attachments require completion upon submission of your firms' proposal.

**QUESTION 4:** Can we include the resumes and corporate capability statement as an appendix or must they count as part of our 30 pages in the Technical Proposal?

**DCHA RESPONSE:** Resumes are counted within the "Technical Proposal"

**QUESTION 5:** What is the meant by *Finance and Tax Registration #*, which is requested in your Tax Certificate Affidavit.

**DCHA RESPONSE:** Your firms' Registration # after registering with the Office of Tax and Revenue