



**District of Columbia Housing Authority**

1133 North Capitol Street, NE, Washington, DC 20002-7599

202-535-1000

Adrienne Todman, Executive Director

**Addendum**

**Addendum No. 1**

**Issued: July 27, 2016**

**Request for Proposal No. : 0032-2016**


**General Legal 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:

1. Replaced in its entirety, as referenced in "**C.3 SUBMISSION DATE**", Page 11 of 39. Please see "**Attachment A**" of this addendum.
2. The District of Columbia Housing Authority has received questions in response to the subject solicitation and is outlined in "**Attachment B**" of this addendum.

**ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED**

End of Addendum No. 1

  
Cheryl Moore  
Contracting Officer

Acknowledgement of Receipt:

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

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

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General Legal Service #0032-2016**

**C.2 SUBMISSION OF PROPOSALS/INQUIRIES**

All inquiries regarding this RFP, and any correspondence relating thereto, should be submitted in writing to the Contracting Officer at the following:

District of Columbia Housing Authority  
Office of Administrative Services  
1133 North Capitol Street, NE, Suite 300  
Washington, DC 20002-7599  
Attention: Contracting Officer  
Email: [chmoore@dchousing.org](mailto:chmoore@dchousing.org)

Please copy all inquiries sent to the Contracting Officer to the Contract Specialist responsible for this RFP, LaShawn Mizzell-McLeod, by email at [lmcleod@dchousing.org](mailto:lmcleod@dchousing.org). Inquiries must be submitted **no later than 12:00 noon, July 25, 2016 with a Copy to: [business@dchousing.org](mailto:business@dchousing.org)**

Answers to questions will be provided to all Respondents being solicited, giving regard to the proper protection of proprietary information.

**RESPONDENTS ARE INSTRUCTED TO CONTACT ONLY THE SOLICITATION ISSUING OFFICE IN CONNECTION WITH ANY ASPECT OF THIS SOLICITATION PRIOR TO CONTRACT AWARD. PROPOSALS AND ALL CORRESPONDENCE RELATING TO THE SOLICITATION DOCUMENT MUST BE SUBMITTED IN WRITING TO THE ISSUING OFFICE POINT OF CONTACT.**

**C.3 SUBMISSION DATE**

**All proposals must be received not later than 11:00 a.m. on Thursday, August 11, 2016.** Proposals shall be submitted as one (1) original and four (4) copies in sealed boxes marked "RFP No. 0032-2016 General Legal Services" addressed to the District of Columbia Housing Authority, Office of Administrative Services, Contracts and Procurement, Suite 300, 1133 North Capitol Street, N.E., Washington, D.C. 20002-7599, Attention: Cheryl Moore, Contracting Officer.

## ***ATTACHMENT B***

### **Questions/Answers General Legal Services 0032-2016**

**QUESTION 1:** Please confirm that we do not have to send any hard copy proposals if we choose to send our proposal via email per RFP page 11 of 39.

**DCHA RESPONSE:** Proposals must be submitted as one (1) original and four (4) hard copies of the proposal. Electronic proposals will not be accepted for this solicitation

**QUESTION 2:** Can you elaborate on the amount of Privacy and Data Security work you anticipate through this contract?

**DCHA RESPONSE:** We do not know at this time the amount of privacy and data security work anticipated.

**QUESTION 3:** RFP page 14 of 39 section C.5.5 references a page limit, but there are no other provisions about the page limit included in the RFP, please advise.

**DCHA RESPONSE:** There is not a page limit on this RFP

**QUESTION 4:** The RFP says we may submit our proposal in electronic format. If we decide to take this approach, must we also submit proposals in hard copy?

**DCHA RESPONSE:** Please submit one (1) original and four (4) hard copies of the proposal. Electronic proposals will not be accepted for this solicitation.

**QUESTION 5:** Our firm has a national and local environmental practice. As such, we are typically adverse to federal, state and local environmental agencies. We have a number of ongoing matters that are adverse to District of Columbia government entities such as the Department of Energy & Environment and Department of Consumer and Regulatory Affairs. We also need to be able to accept potential future work that might be adverse to DC government entities. Will DCHA be willing to waive conflicts of interest related to current and future matters our firm has that are adverse to these agencies? We of course understand that you would not be amenable to waiving any conflicts in matters where our firm is adverse to DCHA.

**DCHA RESPONSE:** DCHA requires a review of all conflicts of interest upon description of the engagement. A conflict with another district agency is not a conflict with the DCHA and does not require a waiver from DCHA.

**QUESTION 6:** Solicitation No. 0032-2016. Section C.3 mentions that you will accept electronic submissions "in appropriate PDF format". Could you please send me the formatting requirements for an electronic submission?

**DCHA RESPONSE:** Electronic proposal submissions will not be accepted for this solicitation. Please submit one (1) original and four (4) hard copies of the proposal.

**QUESTION 7:** If I submit my submission in hardcopy, may the original and copies be 2 sided, or do you require that all the original and copies be one sided?

**DCHA RESPONSE:** Two-sided proposals are acceptable.