



District of Columbia Housing Authority

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202-535-1000

Adrienne Todman, Executive Director

Addendum

Addendum No. 1

Issued: October 25, 2016

GRAPHIC DESIGN SERVICES 0001-2017

All respondents shall acknowledge receipt of this addendum, sign below and return it with your 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 District of Columbia Housing Authority submits its responses to all questions received related to the subject solicitation. Please reference "**Attachment A**".

All Other Terms and Conditions Remain Unchanged End of Addendum No. 1

Cheryl Moore
Contracting Officer

Acknowledgement of Receipt:

Respondent: _____

Name: _____ Title: _____

**Graphic Design Services
0001-2017**

Questions/Concerns

QUESTION 1: How many Annual Report designs are needed?

DCHA RESPONSE: The Annual Report will have one design but two formats: print and web/electronic

QUESTION 2: For the annual report, how many pages are there? Are there infographics, charts and graphs. If so, how many?

DCHA RESPONSE: The Annual Report usually has 24-36 pages and may use infographics, charts and graphs if these elements will help communicate the information.

QUESTION 3: For the publication design, how many pages?

DCHA RESPONSE: That will be determined by the designer's proposal and DCHA's stated scope of work.

QUESTION 4: What is included in the conference materials? We need specific specs to quote.

DCHA RESPONSE: Please rely on your hourly rate and DCHA's stated scope of work.