



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: December 2, 2016

SOLICITATION NO.: 0006-2017

Executive Search Firm to Conduct Executive Director Recruitment

The District of Columbia Housing Authority (DCHA), hereby issues an addendum to the subject solicitation. 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 District of Columbia Authority has received questions in response to the subject solicitation and the responses are outlined in Attachment A 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: _____

ATTACHMENT A

1. Can the Housing Authority waive the requirement to hire additional employees per Section 3 in provision D.9?

Section 3 compliance requires all contractors performing work on behalf of DCHA to ensure that training, employment, contracting and other economic opportunities are made available to the greatest extent feasible to low and very low income clients. Provision D.9 and E.3.2 of the solicitation along with Attachment L identifies several options that are available for contractors, including those providing high level professional services to meet the Section 3 requirements without hiring.

2. Please clarify the position for recruitment.

The only position the executive search firm would be recruiting is for the Executive Director.

3. Please clarify the forms required to submit along with the response document.

Attachments B – J must be completed, signed and returned as part of the proposal for this procurement.