



District of Columbia Housing Authority

1133 North Capitol Street, NE Washington, DC 20002-7599
202-535-1000

Tyrone Garrett, Executive Director

ADDENDUM

ADDENDUM NO. 1

ISSUE: September 17, 2019

LETTER OF SOLICITATION

SOLICITATION NO.: 0037-2019
LIHTC COMPLIANCE & ASSET MANAGEMENT CAPACITY BUILDING
CONSULTING SERVICES

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

- I. The District of Columbia Housing Authority hereby issues Addendum No. 1 to provide Responses to all Questions received related to the subject solicitation, as referenced in Attachment A.

ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED
End of Addendum No. 1

Cheryl Moore
Contracting Officer

Acknowledgement of Receipt:

Respondent: _____

Name: _____ Title: _____

Addendum No. 1
Attachment A
DCHA LOS No. 0037-2019

Inquiries/Questions and Responses

QUESTION 1: Does DCHA have a desired timeline for the completion of the needs assessment stage?

DCHA RESPONSE: The needs assessment should be completed within 1 month.

QUESTION 2: With respect to LIHTC compliance software experience, is DCHA interested more broadly in asset management software, or exclusively on software focused on managing LIHTC compliance?

DCHA RESPONSE: DCHA is interested in software exclusively focused on managing LIHTC compliance

QUESTION 3: If a proposal bid is below \$100,000 in total, are all Attachments A-N still required?

DCHA RESPONSE: No. If the proposal is below \$100,000 Offerors the following attachments apply:

Attachment A- HUD 5370 General Conditions for Non-Construction Contracts Section II
Attachment B- DCHA Mandatory Clauses for Small Purchases Other than Construction
Attachment C- HUD 5369 A Representations, Certifications, and Other Statements of Bidders
Attachment D- Wage Determination

QUESTION 4: At what stage will DCHA review requested revisions to the terms of its indemnification provision?

DCHA RESPONSE: If DCHA accepts an Offerors proposal, the Offeror will have the opportunity to review, sign and return a copy to DCHA for execution. During the Offerors review, they may provide any comments or questions as part of the contract review.

QUESTION 5: In asking for a listing of all open contracts, which contracts are intended here? Our company overall has over 1,000 active clients, the vast majority of which are not receiving services of any similarity to this RFP and are not performed by the same group of staff.

DCHA RESPONSE: Offerors are to consider relevant contracts and or those contracts for services most similar to the services solicited.