



ADDENDUM NUMBER FIVE

August 17, 2023

**IFB#23-910-36
IT PROJECT AND STAFF AUGMENTATION**

THIS ADDENDUM IS BEING ISSUED TO INCORPORATE THE FOLLOWING IN THE REFERENCED REQUEST FOR PROPOSALS.

INSERT: Proposals may be submitted electronically. See below mandatory instructions for electronic submission.

- 3.4.2 **Electronic Proposal Submittal.** Firms or individuals who are interested in providing services requested under this RFP can forgo submitting paper documents and submit an electronic proposal containing the mandatory submittals specified. The proposal must be uploaded to: [Proposal Submissions](#). This link can also be found at www.hano.org/business/active. Click here to submit your proposal before the date and time specified within this document. **The Entry of Proposed Fees/Cost Proposal must be submitted as a separate PDF attachment.** Do not refer to any fees or costs within the technical proposal submittal detailed within the preceding Section 3.0 herein. Proposers uploading their proposals should allow sufficient time to ensure successful upload of their proposal by the time specified. Proposers are strongly encouraged to upload their proposal well in advance of the deadline for receipt of electronic proposals as internet connectivity and file size will affect proposal submission upload timeframes.

HANO assumes no liability for assuring accurate/complete uploads. The responsibility solely lies with each Proposer to ensure their proposal is uploaded prior to the deadline for submission. Corrupted files and incomplete submissions will not be considered. Proposers needing assistance regarding proposal uploads should contact Procurement at the contact information listed herein.

3.4.2.1 Electronic Submission Format

HANO requests the following electronic upload format, at minimum:

- One (1) technical proposal provided as a single file in PDF or Word format. The file shall be named: RFP#_____ Technical Proposal - [Proposer Name].
- One (1) cost proposal/Entry of Proposed Fees (Attachment H) in PDF or Microsoft Excel format. The file shall be named: RFP#_____ Cost Proposal - [Proposer Name].

Q&A

1. Section 3.1.4.3: Could HANO please clarify how many references we have to provide alongside the proposal response?

HANO would prefer 3 responses.

2. Also- is there a particular format for the reference format?

No format, please include contact information.

3. Is there any specific information you are looking for in the reference documentation?

No.

4. Should the references be included in the RFP proposal package that we mail in?

Yes.

Proposals must be received by the Housing Authority of New Orleans (HANO) in the Office of Procurement and Contracts by 4:00 p.m., local time on Monday, September 11, 2023. All terms and conditions shall remain as stated in the original Request for Quotes. **All addenda must be acknowledged. THE QUESTION PERIOD IS NOW CLOSED.**

END OF ADDENDUM NUMBER FIVE