



## ADDENDUM NUMBER THREE

October 20, 2017

### **ENTREPRENEURSHIP TRAINING FOR PUBLIC HOUSING AND SECTION 8 RESIDENTS TO DEVELOP RESIDENT-OWNED SECTION 3 BUSINESSES RFP #17-912-20**

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

#### **ITEM #1 PART II – SCOPE OF SERVICES**

DELETE: Delete "...up to **forty (40)** HANO Public Housing and Section 8 Residents" throughout the RFP.

INSERT: "The Contractor shall design a training program containing all of the educational elements outlined in the Scope of Work. The Contractor shall provide the number of participants to whom the Contractor can effectively administer entrepreneurial training, within the not-to-exceed amount of \$40,000.00."

#### **ITEM #2 COST PROPOSAL FORM**

DELETE: "COST PROPOSAL FORM", from the RFP.

INSERT: "COST PROPOSAL FORM - REVISED", as attached.

#### **ITEM #3 SUPPLEMENTAL INSTRUCTIONS TO OFFERORS**

DELETE: 1. Submission of Proposals:

"Deliver six (6) complete sets (One original clearly marked or stamped "original", and five (5) copies of the required submittals..."

INSERT: 1. Submission of Proposals:

"Deliver **three (3) complete sets** (one original clearly marked or stamped "original") and **2 copies** of the required submittals..."

**Item #4 SUPPLEMENTAL CONDITIONS – REVISED**

INSERT: REIMBURSABLE EXPENSES

HANO shall pay the contractor for Reimbursable Expenses for actual expenses incurred by the contractor for public transportation services (RTA), in connection with providing services required by this contract. The Contractor shall submit documentation for verification of expenses.

DELETE: INVOICING/PAYMENTS, in its entirety.

INSERT: INVOICING/PAYMENTS – REVISED into the RFP, as outlined below:

Invoices shall be submitted upon completion of each session to the Department of Finance, with a copy to the Department of Development and Modernization. The invoice shall provide an invoice number, service date, purchase order number, a description of services provided and the name/title of employee(s) who rendered the services. Invoices shall be submitted on the contractor's own invoice.

Payments will be based on the actual number of clients served for services provided under the contract. Each invoice shall include attendance sheets and reports for each session, which will be used as backup documentation for payment.

All vendors should submit invoices to the Finance Department on or before the days listed below. All vendor invoices are due on the 1st or 15th of the month. Invoice payments are as follows:

- *Invoices received on the 16th of the current month thru the 1st day of the next month will be paid on the 1st of the following month.*
- *Example: An invoice received on August 27th will be processed commencing September 1st and paid on October 1st.*
- *Invoices received on the 2nd of the current month thru the 15th of the current month will be paid on the 15th of the following month.*
- *Example: An invoice received on August 4th will be processed commencing August 15th and paid on September 15th.*

**ITEM #5 WRITTEN QUESTIONS RECEIVED**

**Q1: Please advise if the contractor can determine the scheduling of the sessions?**

A1: Yes, but HANO requires approval of the schedule in advance.

**Q2: Does HANO have a deliverables date(s) for this RFP?**

A2: Deliverables will be required at the end of each training session.

**Q3: What is HANO's payment schedule for services?**

A3: Payments for services will be based on the actual number of clients served.

Upon completion of each session the Contractor shall submit an invoice, and shall receive payment in accordance with Item #4., Supplemental Conditions – Revised, Invoicing/Payments – Revised, of this Addendum.

**Q4: Does HANO anticipate participants will need to attend all scheduled sessions offered?**

A4: Participants will need to attend all classes within a session. The 8-12 week session is expected to cover all topics.

**Q5: Is the listing of specialized training to be inclusive within the 8-12 week sessions or are these to be optional courses should the client demand dictate them? We are trying to figure out if we have to try to include all of these items in a 10-12 week class (assuming courses are held weekly): Intake and Assessment, Credit Counseling, Financial Education Training, Entrepreneurship Training, and Specialized Training.**

A5: Yes. Participants will need to attend all classes within a session. The 8-12 week session is expected to cover all topics.

**Q6: Is it required that a provider include transportation for participants?**

A6: The location of the training sessions should be easily accessible via Public Transportation.

Provision of transportation services to and from classes shall be via Regional Transit Authority (RTA) for participants on an as needed basis. HANO will reimburse the Contractor for transportation expenses upon receipt of documentation in accordance with Item #4., Supplemental Conditions – Revised, Reimbursable Expenses, of this Addendum.

**Q7: Under section 3.3, respondents are asked to provide information that demonstrates our firm's continued tracking of program participants. Is there a timeframe for tracking purposes you are looking for? 6 months? One year?**

A7: Participant progress should be tracked for one year after completion of the session.

**Q8: Under supplemental conditions, insurance, contractors are asked to provide several insurance coverages. One is comprehensive auto liability. Is this if the contractor has a firm-owned fleet of vehicles? Or are you seeking the proof of coverage that individual employees have obtained on their own (which is not provided by the firm)?**

A8: HANO is not seeking proof of coverage for employees' personal vehicles.

It is a requirement that all Contractors/Firms contracting with HANO maintain coverage in the stated amounts outlined in the Supplemental Conditions, Insurance, contained in the RFP.

**Q9: Can the participants in this program be charged a registration fee, or does HANO anticipate no charge for participants?**

A9: HANO does not anticipate any charges for participants.

**Q10: The Scope of Services and the Proposed Budget seem to be misaligned; the vast amount of Training and TA time required by the Scope of Work will far exceed the "not to exceed" budget of \$40,000.**

**Is the suggested cohort model of "four (4) eight- to twelve-week sessions, with a maximum number of ten (10) resident participants per class" a required program design, *or* can the Contractor design a program path that will best suit the resident participants depending on their stage of business? More specifically, is there flexibility in the program design?**

A10: Refer to Item #1 and Item #2 of this addendum.

**Proposals must be received by the Housing Authority of New Orleans (HANO) in the Office of Procurement and Contracts by 2:00 p.m., local time on Tuesday, October 24, 2017. All terms and conditions shall remain as stated in the original Request for Proposals. All addenda must be acknowledged.**

**END OF ADDENDUM NUMBER THREE**

**HOUSING AUTHORITY OF NEW ORLEANS  
PROCUREMENT AND CONTRACTS  
ENTREPRENEURSHIP TRAINING PROGRAM FOR  
PUBLIC HOUSING AND SECTION 8 RESIDENTS TO DEVELOP RESIDENT-OWNED  
SECTION 3 BUSINESSES**

**REQUEST FOR PROPOSALS #17-912-20**

**COST PROPOSAL FORM - REVISED**

Description of Service	Total Number of Participants	Cost Per Participant	Total Program Cost
The selected vendor shall design an entrepreneurial training program for HANO's Public Housing and Section 8 residents consisting of four (4) eight- to twelve-week sessions for a period of one (1) year. The program shall be designed to assist the residents in developing resident-owned, Section 3 business start-ups and for strengthening existing businesses. The Contractor shall provide the number of participants to whom the Contractor can effectively administer the requested entrepreneurial training, within the not-to-exceed amount of \$40,000.00	_____	\$ _____	\$ _____

\_\_\_\_\_  
**Company Name**

\_\_\_\_\_  
**Authorized Signatory**

\_\_\_\_\_  
**Printed Name/Title**

\_\_\_\_\_  
**Date**