



## ADDENDUM NUMBER TWO

July 14, 2022

**RFP #22-916-38;  
RESIDENT-OWNED SECTION 3 BUSINESS ENTREPRENEUR TRAINING AND  
CERTIFICATION FOR PUBLIC HOUSING AND SECTION 8 RESIDENTS**

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

**ITEM #1 WRITTEN QUESTIONS RECEIVED**

**Q1: Please explain the outcome of the earlier RFP opportunity RFP #22-916-22? It appears that this current RFP 22-916-30 is a rebid.**

A1: This Request for Proposals is a rebid.

**Q2: Our research into your program effort reveals that HANO has promoted this effort since 2017. These questions are relevant so the vendor can design the proper program, rather than just "throwing together a set of topics."**

- a) **Since its inception, how many participants have enrolled in the program?**
- b) **How many resident-owned businesses have been established?**
- c) **How many resident-owned businesses are still in operation?**
- d) **Does HANO have a target as to how many businesses they ideally would like to see established?**
- e) **Has HANO determined why some businesses did not succeed?**
- f) **Has HANO determined how to "tweak" the program effort and approach to encourage greater resident participation and business success?**

A2: a) Not relevant to the RFP.

b) Not relevant to the RFP.

c) HANO wishes to see as many businesses established as program participants that we have.

d) Not relevant to the RFP

e) HANO relies on the selected vendor to provide marketing and post-programmatic support and has also established partnerships with entrepreneurship startup support stakeholders to encourage participation and business success.

**Q3: There was a continued program effort in 2020 with a one-year base period award and two option years. Please identify the firm that carried out this program, the date, and the contract value?**

**Was the contract for one year or multiple years?**

A3: Start Smart was the selected vendor. The term was for a year for no options to extend. The value of the contract was up to \$14,610.00.

The contract was for one year.

**Q4: Does HANO have an FSS program presently in action? This question is relevant since the information presents a direction toward the method of subject presentation. In addition, this question is relevant since it tells the vendor what the level of participant readiness is.**

A4: Not relevant to this RFP.

**Q5: If HANO has an active FSS grant program, how many participants are there, and how long has HANO had FSS grants activity?**

A5: Not relevant to this RFP.

**Q6: Does HANO have a ROSS program presently in action? This question is relevant since it tells the vendor what the level of participant readiness is.**

A6: Not relevant to this RFP.

**Q7: If HANO has an active ROSS grant program, how many participants are there, and how long has HANO had ROSS grants activity? This question is relevant since it tells the vendor the level of past participation and opportunities for job readiness assistance/guidance.**

A7: See A6 of this Addendum.

**Q8: Does HANO have a Section 3 program action plan? This question is relevant since Section 3 program and policy forms the fundamental basis of this RFP opportunity.**

A8: Yes.

**Q9:** If the HANO has an active Section 3 program, how many participants are there, and how long has the program been active? This question is relevant since Section 3 program and policy form the fundamental basis of this RFP opportunity.

A9: Not relevant to this RFP.

**Q10:** What activities within the HANO Section 3 program have been identified, and continue to function and provide support services to HANO residents?

A10: Not relevant to this RFP.

**Q11:** Are there other self-sufficiency programs that HANO is currently operating? Again, this question is relevant to the vendor since it shows potential participants' support level and readiness.

A11: Not relevant to this RFP.

**Q12:** If there are other self-sufficiency programs that HANO is operating, please describe them and the funding source? This question is relevant to the vendor since it shows the support level and readiness of potential participants.

A12: See A11 of this Addendum.

**Q13:** Does HANO participate in the MTW (HUD Moving to Work) program? This question is relevant to the vendor since it shows the support level and readiness of potential participants?

A13: Not relevant to this RFP.

**Q14:** If yes, HANO participates in an MTW program; in what has family self-sufficiency been strengthened and improved, and how have they improved? Again, this question is relevant to the vendor since it shows potential participants' support level and readiness.

A14: See A13 of this Addendum.

**Q15:** There is NO NOTED Budget within the referenced RFP announcement, correct?

A15: Yes, that is correct.

**Q16:** Has HANO closed out their HOPE I and HOPE VI Homeownership programs? This question is relevant to the vendor since it shows possible areas for small business creation.

A16: Not relevant to this RFP.

**Q17:** Has/is HANO participating in a RAD conversion program? Again, this question is relevant to the vendor since it shows possible areas for small business creation.

A17: Not relevant to this RFP.

**Q18:** What Homeownership programs are NOW being implemented? Again, this question is relevant to the vendor since it shows if participants aim toward homeownership opportunities.

A18: Not relevant to this RFP.

**Q19:** What is the employable population of public housing residents that may participate in the program effort?

A19: HCVP residents who are ages 18 and up.

**Q20:** What is the employable population of the section 8 residents that may participate in this program effort?

A20: HCVP residents who are ages 18 and up.

**Q21:** Does the HANO Section 3 program and policy only affect the building industry contractor?

**a) How do the HANO Section 3 program and policies support or promote resident startup businesses?**

A21: The operational funding for the entrepreneurship program comes from the Section 3 program.

**Q22:** Where do you anticipate the training sessions to be held? HANO facilities (HANO offices, HANO development site)?

A22: Training session locations are the responsibility of the selected vendor.

**Q23:** How will the 20 trainee participants get to and from the training site?

A23: Transportation to and from the training site is the responsibility of the vendor if they choose to include that in their cost proposal; if they choose not to include that in their cost proposal, the cost to get to and from the training site is the responsibility of the program participant.

**Q24:** Is this solicitation in response to a HUD finding? If yes, please describe the HUD finding and resolution requirements?

A24: No.

**Q25:** In the 2020/21 program year, how many HANO residents attended the course presentation? This question is relevant since it shows the success of previous courses and potential identify areas requiring adjustments.

- a) How many HANO residents completed the program presentation?
- b) How many resident-owned business start businesses were initiated?
- c) In a general description, what were the type of these startup businesses?
- d) How many of the initial businesses are still operating?
- e) Has HANO determined why some businesses have stopped their operation?

A25: Responses to questions (a) through (e) are not relevant to this RFP as this program cycle will focus on engaging with new entrepreneurs.

**Q26:** If the resident-owned businesses succeed, are the owner/operators still HANO residents and or Section 8 residents? This question is relevant since it shows and supports the participant's level of interest

A26: Not relevant to this RFP.

**Q27:** Has HANO determined why some residents did not follow through with the program effort?

A27: Not relevant to this RFP.

**Q28:** In our review of Part II-Scope of Services -- FINANCIAL EDUCATION TRAINING -- a specific training tool, "MoneySmart ...developed by DFIC... is recommended and or required for use.

Is this referenced curriculum a required tool that MUST be used, or can the vendor introduce an alternative?

- a) What has been the experience of HANO in previous training Sessions on this topic with the use of this referenced tool?

A28: a) The MoneySmart tool is the required tool; if the vendor feels like a comparable tool can be used in addition to MoneySmart, then they certainly can utilize it. There is no data regarding the user experience of MoneySmart available at this time.

**Q29: In our review of Part II-Scope of Services -- FINANCIAL EDUCATION TRAINING -- there is specific mention of an Excel template being used.**

**Who developed this Excel template?**

**a) This Excel template is a required tool that MUST be used, or can the vendor introduce an alternative?**

**b) What has been the experience of HANO in previous training sessions on this topic with the use of this referenced tool?**

**c) Is this Excel template copyrighted?**

A29: a) The vendor can utilize an Excel based template or comparable template that facilitates the preparation of a budget.

b) There is no data regarding the user experience of Excel available at this time.

c) The Excel template refers to a budget prepared in the Microsoft Excel application. There is no copyright for an Excel template that HANO is aware of.

**Q30: Regarding certification are you wanting the training program to be a certification program? Or, as part of the training program educate and assist participants with acquiring their DBE/DBE HANO Certification?**

A30: This is a training program where a certificate of completion is provided to a participant upon successful completion of the program. If a program participant intends to start a business within a specific business sector where a certification is required, preferred or suggested, securing any relevant certifications will be the responsibility of the program participant. As the scope of the RFP calls for post-program completion assistance, the selected vendor will be expected to align the participant with counseling and resources to promote successful outcomes for the participant which may include relevant certifications.

**Q31: We have noticed that throughout the solicitation announcement, there is no mention of required support to single parent cohort candidates in such manners as overcoming obstacles for matters such as: child support while participating in the offered training, difficulties in meeting transportation costs and access to offered training, or how Community Development Financial institutions can provide support to cohort members as the approach to business start-up. Our question is, are**

**these issues and others to be identified not of concern to the program committee?**

A31: Not relevant to this RFP.

**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 Monday, July 25, 2022. All terms and conditions shall remain as stated in the original Request for Proposals. All addenda must be acknowledged.**

**END OF ADDENDUM NUMBER TWO**