



Oakland Housing
Authority

RFP #21-006 Graphic Design Services

Addendum #1

Date issued and released April 13, 2021

Changes to the RFP:

The following changes have been made to the timeline:

RFP Issued:	March 17, 2021
Questions Due:	March 31, 2021 by 10:00 AM (Pacific Time)
Email Questions To:	ccqs@oakha.org (Indicate above RFP #21-006 in "Subject" line)
Addendum Issued: (if applicable)	April 7, 2021 April 13, 2021 (Posted on the Authority's website and Housing Agency Marketplace)
Proposal Due:	April 14, 2021 @ 10:00 AM April 19, 2021 @ 10:00 AM (Pacific Time) <u>Proposers MUST register with Housing Agency Marketplace in order to submit a proposal.</u>

Responses to Questions:

The following questions were submitted by the deadline and are answered in this addendum.

Question #1: Can companies outside of the United States apply for this RFP?

Answer #1: Yes.

Question #2: Are in-person meetings required for this contract?

Answer #2: Yes, the vendor should be available for periodic in-person meetings which are typically scheduled in advance.

Question #3: Can the selected vendor perform the tasks outlined in this RFP outside of the United States?

Answer #3: The vendor does not have to work on site. However, the vendor(s) would need to be available for in-person meetings, trainings and/or events with limited advance notice.

Question #4: Can a vendor submit their proposal via email?

Answer #4: Proposals will not be accepted via email. Proposals must be submitted through the Housing Agency Marketplace as outlined in the RFP (see page 12 of RFP).

Question #5: What is the web address for the Housing Agency Marketplace?

Answer #5: Please see Section 4 on page 12 of RFP. The web address is also included below.

https://ha.economicengine.com/requests.html?company_id=50863

Question #6: Would experience for a public housing department qualify as experience for a public housing authority?

Answer #6: Graphic design experience with a public housing authority is required for this RFP.

Question #7: Will Oakland Housing Authority allow escalation of hourly rates each year over the term of the agreement?

Answer #7: This is allowable. Please include all rate increases within your cost submitted in Exhibit A.



Oakland Housing
Authority

RFP #21-006 Graphic Design Services

Addendum #1

Date issued and released, April 13, 2021

Proposer hereby acknowledges this addendum:

Name of Firm: _____

Authorized Signature: _____

Date: _____

Acknowledgement of this Addendum MUST be included with your proposal.