



Oakland Housing
Authority

**RFP #15-001
GRAPHIC DESIGN SERVICES**

Addendum #1

Date issued and released: April 22, 2015

Changes to the Bid:

1. The required form titled "Vendor Reference Survey Graphic Design Services RFP 15-001" has been added to the RFP. See attached form.
2. The required form titled "Qualifications Statement" has been changed. The changes:
Deleted line:
 - ~~List the largest successful move job done and provide a reference.~~

Added line:
 - List the largest successful design job done and provide a reference.
3. The required form "ATTACHMENT ONE RFP #15-001 FEE/PRICE FORM" has been changed. See the attached form.
4. The original dates below have been revised.

Addendum Issued: April 21, 2015

Due date: April 28, 2015 at 10:00am

The dates for RFP #15-001 have been changed to the below:

Addendum Issued: April 22, 2015

Due date: April 29, 2015 at 10:00am

Please submit the proposals (one original and three copies) to the Contract Compliance Office at 1801 Harrison Street, First Floor, Oakland, CA 94612 by **10:00 a.m. Wednesday, April 29, 2015.**

Responses to Questions:

Question 1: If we have not worked with Public Housing Authorities can we still submit?

Answer 1: See the instructions under Demonstrated Experience and Past Performance in the Request for Purchase on page 8, Section 2.2, 2nd paragraph.

Question 2: Do the rates change for the First and Second year options?

Answer 2: The submitters are permitted to submit pricing of their choice for the First and Second year options.

Question 3: Whether companies from Outside USA can apply for this?

Answer 3: Companies from outside the USA can submit proposals.

Question 4: Whether we need to be physically present for meetings?

Answer 4: The vendor may be required to attend periodic in person meetings with advanced notice.

Question 5: Can we perform the tasks (related to the RFP) outside USA?

Answer 5: Yes. Most work can be completed remotely. Vendor is not required to work in any particular location.

Question 6: Can we submit our proposals via email?

Answer 6: All submitted proposals must be hardcopy per the RFP instructions. See page 12, Section 4.4, 1st paragraph.

Question 7: The HUD attachment says there is a non-collusive affidavit, but there is not an attachment this time. Do I need to include it?

Answer 7: The non-collusive affidavit is only applicable to contracts for construction and equipment exceeding \$50,000.00.

Question 8: On Attachment One is the "100 hours" in the second column a typographical error?

Answer 8: Yes, it is a typographical error. Please refer to the attached revision of Attachment One (1).



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**RFP #15-001
GRAPHIC DESIGN SERVICES**

Addendum #1

Date issued and released: April 22, 2015

Bidder hereby acknowledges this addendum:

Name of Firm: _____

Authorized Signature: _____

Date: _____

Acknowledgement of this Addendum must be included with your bid.

ATTACHMENT ONE

RFP # 15-001 FEE/PRICE FORM

Bidder: _____

The following table represents a hypothetical scenario and is designed for quote comparison purposes only.

	300 Hours	Hourly Rate	<u>YEAR 1</u> TOTAL COST	<u>YEAR 2</u> TOTAL COST	<u>YEAR 3</u> TOTAL COST	<u>FIRST YEAR OPTION (Year 4) TOTAL COST</u>	<u>SECOND YEAR OPTION (Year 5) TOTAL COST</u>
Graphic Designer	300 hours						
Associate	300 hours						
Other (Specify)	300 hours						
Total Price Proposal							
Grand Total							

For Informational Purposes Only

Bidder: _____

	Unit of Measure	Cost	<u>YEAR 1</u> TOTAL COST	<u>YEAR 2</u> TOTAL COST	<u>YEAR 3</u> TOTAL COST	<u>FIRST YEAR OPTION</u> (Year 4) TOTAL COST	<u>SECOND YEAR OPTION</u> (Year 5) TOTAL COST
Mark-up Fees							
Overtime Rates	Per Hour						
Method and Material							
Equipment Costs							
Grand Total							

**VENDOR REFERENCE SURVEY
GRAPHIC DESIGN SERVICES
RFP #15-001**

Company of Interest: _____

Company: _____ Date: _____

Contact: _____ Title: _____

1. What was the scope of work?

2. Was the company timely in providing insurance documents, fidelity bond, invoices or any other required documents?

3. Were there any modifications to the contract or services? If yes, were there any complications and what were the outcomes?

4. Please describe the quality of staff (performance and professional conduct).

5. Was the company prompt in responding to calls and messages? If not, please indicate reason and outcome.

6. On a scale from 1 to 10, with 1 being "Not satisfied" to 10 being "Extremely satisfied", how would you rate the company on **customer service**?

7. On a scale from 1 to 10, with 1 being "Not satisfied" to 10 being "Extremely satisfied", how would you rate the company on the **quality of work**?

8. Would you use this company again?

9. Comments: