



ADDENDUM NUMBER ONE

December 16, 2019

RFP #20-915-07

CONSULTANT TO PROVIDE A STRATEGIC PLANNING PROCESS AND FACILITATION SERVICES

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

ITEM #1 EXTENSION OF PROPOSAL DUE DATE

DELETE: Sealed responses to this solicitation will be received by the Housing Authority of New Orleans (HANO) in the Department of Procurement and Contracts until **2:00 p.m.** CST on **Monday, January 6, 2020**, from the RFP in its entirety.

INSERT: Sealed responses to this solicitation will be received by the Housing Authority of New Orleans (HANO) in the Department of Procurement and Contracts until **2:00 p.m.** CST on **Monday, January 27, 2020**, into the RFP.

ITEM #2 SUPPLEMENTAL INSTRUCTIONS - INTERPRETATIONS/QUESTIONS

DELETE: "Requests for interpretation must be made, in writing, at least 7 days before the submission due date and time to..." from the RFP.

INSERT: "Requests for interpretation must be made, in writing, at least 6 days before the submission due date and time to..." into the RFP.

ITEM #3 INTRODUCTION/BACKGROUND

DELETE: "It is anticipated that the contract period will be approximately 75 calendar days beginning in early January 2020, and concluding no later than March 31, 2020", from the RFP.

INSERT: "It is anticipated that the contract period will be approximately 75 calendar days beginning upon execution of a contract in February 2020", into the RFP.

ITEM #4 SUPPLEMENTAL CONDITIONS - CONTRACT PERIOD AND OPTION PERIOD

DELETE: "It is anticipated that the contract period will be approximately 75 calendar days beginning in early January 2020, and concluding no later than March 31, 2020", from the RFP.

INSERT: "It is anticipated that the contract period will be approximately 75 calendar days beginning upon execution of a contract in February 2020", into the RFP.

DELETE: "Prior to the conclusion of the contract period, HANO may determine that it is necessary to extend the contract period for up to an additional thirty (30) calendar days", from the RFP.

INSERT: "Prior to the conclusion of the contract period, HANO may determine that it is necessary to extend the contract period for up to an additional forty-five (45) calendar days", into the RFP.

ITEM # 5 WRITTEN QUESTIONS RECEIVED

Q1: Is there a budget range for the work?

A1: Yes, there is a budget for this project. However, HANO anticipates that Respondents will structure their cost proposals to satisfy the defined scope of work.

Q2: Is there any flexibility in the contract period of 75 days.

A2: HANO contemplates that the option period may be extended for up to an additional forty-five (45) calendar days.

Refer to Item #'s 3, and 4, of this Addendum.

Q3: Has HANO had previous 5-year Strategic Plans prepared?

A3: Yes.

Q4: When was the last Strategic plan prepared for HANO?

A4: The *Recovery Work Plan* was the last Strategic Plan prepared for HANO.

Q5: Which firm/consultant prepared the last Strategic Plan for HANO?

A5: The *Recovery Work Plan* was prepared by Gilmore Kean, LLC, which was the firm appointed by HUD to serve as HANO's Administrative Receiver.

Q6: Will HANO NOW provide either a complete copy or a summary of the previous Strategic Plan prior to the award of this contract?

A6: An electronic link to the *Recovery Work Plan* is provided as follows:
https://www.hano.org/home/recovery_plans/Recovery_Work_Plan.pdf

Q7: What was the contract value and period of performance for the last Strategic Plan for HANO?

A7: The Strategic Plan contract value and period of performance is not available, as the work was not performed under a HANO contract.

Q8: What progress/success has HANO had in the implementation of the last Strategic Plan?

A8: The Strategic Plan final report may be accessed via the following link:
https://www.hano.org/home/recovery_plans/Then_and_Now_2014.pdf

Q9: What were the obstacles preventing/encountered by HANO in the implementation of the last Strategic Plan?

A9: See discussion in the report referenced above in A8.

Q10: Within the RFP Scope of Services (Part II, Engage with Diverse Stakeholders) does HANO anticipate a public/town hall meeting where information/opinions will be shared by all attending stakeholders?

A10: HANO anticipates utilizing a variety of methods to solicit plan input from diverse stakeholders such as surveys, meetings, interviews, and focus group sessions. Through this solicitation process, HANO looks forward to receiving the Consultant's proposed process and approach for accomplishing stakeholder engagement.

Q11: For the organizing of the Stakeholders meeting, will HANO staff identify participants and be responsible for outreach to those stakeholders with invitations to participate?

A11: Yes, as the stakeholder engagement approach/process is established, HANO staff will identify participants and perform outreach tasks.

Q12: For the organizing of the Stakeholders meeting, will HANO provide a venue for such meetings?

A12: Yes, if the method of stakeholder engagement requires a meeting venue, HANO staff will make the necessary accommodations.

Q13: For the organizing of the Stakeholders meeting, does HANO anticipate the outreach meeting to be greater than one (1) day 8 hours?

A13: Please see answers to Question 10-12 above.

Q14: Will HANO staff participate in the preparation of the SWOT analysis of existing conditions/success of previous Strategic Plans?

A14: Yes.

Q15: The Work Phase 2, of the Scope of Work describes the requirement for a 2-day retreat: Does HANO anticipate this retreat to be within HANO facilities or OUTSIDE HANO facilities but within greater New Orleans?

A15: HANO anticipates that the retreat will be held in the greater New Orleans area.

Q16: How many participants does HANO anticipate attending this 2-day retreat?

A16: Approximately 20 participants are anticipated to attend the 2-day retreat.

Q17: Further within the Work Phase 2, under Preparation of Strategic Plan and Ancillary Documents, there is a requirement for a final (one-day) working session: How many participants does HANO anticipate attending? How many days does HANO anticipate this briefing to be?

A17: At the end of Work Phase 2, HANO anticipates that the Consultant will conduct a one-day session with HANO's Board and senior staff (approximately 20 participants) to review and receive feedback on the completed Strategic Plan and related deliverables, e.g. the Reporting Tool and Executive Summary.

Q18: Does HANO have a current strategic plan? If so, was the plan developed using an external consultant and what was the cost?

A18: Please see above responses A3 – A5.

Also, it should be noted that HANO is currently implementing its *Public Housing Agency (PHA) Annual and 5-Year Plans* which were internally prepared and approved by HUD. A copy of these PHA Plans is available at the following electronic link: http://www.hano.org/agency_plans/HANOAnnualPlan_FY2020.pdf
HANO's *5-Year Plan* and related progress may be found on pages 31-44.

Q19: Since the technical and cost proposals are separate, does the HANO want 1 original and 5 copies of each the technical and cost proposals?

A19: Yes. Please refer to the Supplemental Instructions to Offerors, 1. Submission of Proposals, in the RFP.

Q20: What is the proposed budget for the project?

A20: Please see response A1 above.

Proposals must be received by the Housing Authority of New Orleans (HANO) in the Office of Procurement and Contracts by 2:00 p.m., CST on Monday, January 27, 2020. All terms and conditions shall remain as stated in the original Request for Proposals. **All addenda must be acknowledged.**

END OF ADDENDUM NUMBER ONE