ADDENDUM NUMBER FOUR

August 16, 2023

IFB#23-910-36
IT PROJECT AND STAFF AUGMENTATION

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

Scope of Work/ 2.1.2 includes Junior Programmer/Developer: (1-3 Years) and Programmer/Developer – (3-5 Years). The two roles above are missing form in section 3.2.2 Pricing Items. Is this intentional or should those 2 roles be included in section 3.2.2?
Please submit fees on the attached revised "Entry of Proposed Fees" form.

Can we use 1099 resources or only W2?
The Department has no opinion on whether the Company employs 1099 or W2 employees. This is a business decision to be made by the vendor.

Will the roles be remote or onsite? Please specify which roles are required to be onsite.
The roles we are seeking to fill offer flexibility in terms of work arrangements. HANO's resource needs are contingent upon project requirements and will be fulfilled predominantly by temporary IT staff resources on an as-needed hourly basis. For the majority of the roles, the nature of tasks and projects lends itself well to remote work, enabling efficient execution regardless of geographical constraints. However, it's important to note that our Help Desk Technician role necessitates onsite assistance to ensure seamless support.

Are there any citizenship requirements for resources?
While US Citizenship is preferred, the specific requirements for resources may vary based on project needs and security considerations.

What is the estimated start date for the resources?
The tentative start date of this engagement will be communicated by the procurement team.

Will HANO supply equipment such as laptops?
No.

How many personnel are you looking to hire for each position?
Our focus revolves around task-oriented staff augmentation for on-call programming support, underscored by per-hour engagement. Additionally, we anticipate on-site assistance for our help desk during emergencies. Our approach is agile, aligning roles intricately with project demands. As requirements shift, we anticipate soliciting per-hour support for various roles annually, tailored to project progress. Temporary IT staff resources will be deployed, optimizing resource allocation for project achievement.

Are there any particular challenges or specific requirements for this project that potential vendors should be aware of?
No.

Entry of Proposed Fees
(Attachment H)

As stated within Section 3.2.1 of the 1.0 RFP Document: The proposed fees shall be submitted by the proposer and received by the Agency in its own sealed envelope. It is to be included, but kept separate in its own sealed envelope, with the sealed hard-copy proposals package. Do not refer to any fees or costs within the sealed, tabbed "hard copy" proposal submittal detailed within Section 3.0 of the 1.0 Document. Any proposer that does so may, at the Agency's discretion, be rejected without further consideration. As stated within Section 3.2.2. of the 1.0 RFP Document, the proposed fees are all-inclusive of all related costs that the Contractor will incur to provide the noted services, including, but not limited to: employee wages and benefits; clerical support; overhead; profit; taxes; licensing; insurance; materials; supplies; tools; equipment; long distance telephone calls; travel expenses; document copying not specifically agreed to by the Agency; etc.

(1) RFP Section	(2) Position/Expense	(3) Description	(3) Hourly Rate
3.2.1.1	Junior Programmer/ Developer	Firm-fixed Fee for Hourly Rates	
3.2.1.2	Programmer/ Developer	Firm-fixed Fee for Hourly Rates	
3.2.1.3	Database Administrator	Firm-fixed Fee for Hourly Rates	
3.2.1.4	SQL Reporting Services Developer	Firm-fixed Fee for Hourly Rates	
3.2.1.5	Project Manager	Lump Sum Firm-Fixed Fee for Hourly Rates	
3.2.1.6	Help Desk	Lump Sum Firm-Fixed Fee for Hourly Rates	

3.2.1.7	Microsoft Office Support Specialist	Lump Sum Firm-Fixed Fee for Hourly Rates	
3.2.1.8	PowerBI Administrator/ Sharepoint Specialist	Lump Sum Firm-Fixed Fee for Hourly Rates	
3.2.1.9	PowerBI Administrator/ Sharepoint Developer	Lump Sum Firm-Fixed Fee for Hourly Rates	
3.2.1.10	PowerBI Analyst	Lump Sum Firm-Fixed Fee for Hourly Rates	
3.2.1.11	Information Technology Trainer	Lump Sum Firm-Fixed Fee for Hourly Rates	

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Proposals must be received by the Housing Authority of New Orleans (HANO) in the Office of Procurement and Contracts by 4:00 p.m., local time on Monday, September 11, 2023. All terms and conditions shall remain as stated in the original Request for Quotes. **All addenda must be acknowledged. The question period is now closed.**

END OF ADDENDUM NUMBER FOUR