



**ADDENDUM NUMBER TWO**

**February 10, 2023**

**RFP#23-904-13  
DESIGN AND PROGRAMMING SERVICES FOR HANO.ORG WEBSITE**

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

**Question 1:** Will the Agency rebranding (logo development, style guide, digital resources) be handled separately from the website, or should those services be included in our proposal?

**Answer:** There agency rebranding will be handled separately from the website and the agency that produces that new "brand/logo/overall design" will share that with the website contractor. The website contractor will take those elements and reproduce them as appropriate in the overall website layout/design. Digital resources, as defined by those which are needed or interact with the website are the responsibility of the website contractor to create as needed.

**Question 2:** Should the new website address WCAG, ADA 2.1 accessibility standards?

**Answer:** The new website should address WCAG, ADA 2.1 accessibility standards.

**Question 3:** With finalization of website plan in June 2023 by the committee (ref. page 6 of RFP), what is the timeline for launch of the new site? Is the expectation for an August 2023 roll out?

**Answer:** Yes, the timeline proposed is for an August 2023 rollout.

**Question 4:** Please confirm TAB numbers – Form of Proposal Tab numbers (ref. Attachment A, page 25) do not match Proposal Format outline on page 8.

**Answer:** There was a numbering error in Table No. 4 (pg.8) where Tab 8 was skipped, however, the total list of submittal documents in Table No. 4 is accurate. The table on pg. 25 was missing a tab for "Vendor Registration Form".

**The confirmed tab list is below. If a respondent excludes the "Vendor Registration Form" you will not be penalized. This form is only being used to register the winning respondent in our procurement system after an award is made.**

X=ITEM INCLUDED	SUBMITTAL ITEMS <i>(One original and Three copies of each proposal, including one with original signatures)</i>
_____	<b>Tab 1</b> Form of Proposal (Attachment A)
_____	<b>Tab 2</b> Form HUD-5369-C (Attachment B)
_____	<b>Tab 3</b> Profile of Firm Form (Attachment C)
_____	<b>Tab 4</b> Proposed Services
_____	<b>Tab 5</b> Acknowledgment of Addenda
_____	<b>Tab 6</b> Equal Employment Opportunity/Supplier Diversity
_____	<b>Tab 7</b> Certification of Non-Exclusion

_____	<b>Tab 8 Subcontractor/Joint Venture Information</b>
_____	<b>Tab 9 Section 3 Business Preference Documentation (Optional)</b>
_____	<b>Tab 10 Vendor Registration Form</b>
_____	<b>Tab 11 Other Information (Optional)</b>

**Question 5:** How should website hosting be addressed in the proposal?

**Answer: Proposal should include an annual cost for website hosting.**

**Question 6:** Can you provide the current website hosting bandwidth and storage used on a monthly basis?

**Answer: We do not have that information available**

**Question 7:** Are analytics available for the current website (such Google Analytics) that can be reviewed?

**Answer: We do not have that information available**

**Question 8:** The contract period is for one year. Is this renewable at the discretion of HANO without additional bids required?

**Answer: No**

**Item 1:**

As noted in the RFP (ref. page 20 section 5.2.1), our firm would like to request the following information on Work Product be considered for inclusion in the final contract:

*The AUTHORITY (HANO) retains all ownership rights to domain names, website content, logo(s), trademarks, and trade names used on its behalf.*

*The website content and database content belong to the AUTHORITY. The website Content Management System (CMS) administration/programming used for content updates to your site is a subscription service provided by {Contracted Vendor's Name}. Use of {Contracted Vendor's Name} CMS programming is granted with this contract. {Contracted Vendor's Name} CMS programming may not be modified, copied, distributed, transmitted, displayed, reproduced, published, licensed, created derivative works from, transferred, or sold.*

**Response: The Housing Authority of New Orleans retains all ownership rights to all website content, databases, domain names, logos, trademarks, and trade names. The proposed content management system for the website (CMS) should be an open-source platform, such as Word Press, that is readily accessible to HANO so that the agency can change it at will.**

**Quotes 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, March 6, 2023. All terms and conditions shall remain as stated in the original Request for Quotes. All addenda must be acknowledged.**

**END OF ADDENDUM NUMBER TWO**