

ADDENDUM NUMBER 1

December 16, 2021

RFP No. 2021-101 Professional Graphic Design Services

**Fort Worth Housing Solutions
Procurement Department
1201 E. 13th Street
Fort Worth, TX 76102**

Note: Proposals are received but not publicly opened.

Receipt of this Addendum is to be acknowledged by the Respondent by signing, dating and submitting with the proposal. Failure to do so may render the proposal non-responsive.

The following revisions, clarifications, additions and/or deletions are included in this Addendum No. 1 to the subject RFP and are to be fully incorporated into each respondent's proposal for work solicited therein.

Respondent acknowledges receipt of Addendum: _____
Respondent's Signature Date

<p>The proposal due date is Thursday, December 23, 2021 at 1:00 p.m. CST</p>

QUESTION 1:

Could you let us know if you have a local preference or are you open to an east coast agency that has done similar work with clients across the country do so with you?

FWHS Response:

No, geographical location is not limited to local preference, assignments and communications will be completed virtually. Contractor(s) must adhere to scheduled meetings, set deliverable deadlines, etc.

QUESTION 2:

Could you let us know what your anticipated spend would be on a contract of this nature?

FWHS Response:

FWHS's spending capacity is for internal use only.

QUESTION 3:

We understand that we would be providing rates in our proposal in response to this RFP. Is this assumption correct?

FWHS Response:

Yes. See Page 6, item number 3. Cost Proposal (Tab 3).

QUESTION 4:

Could you let us know if you have a local preference or are you open to a Canadian agency that has done similar work with clients across North America?

FWHS Response:

See FWHS response to Question 1.

QUESTION 5:

Which key stakeholders will make up the review committee?

FWHS Response:

The three (3) member evaluation team has extensive knowledge of the subject to make a selection based on the requirements listed in the RFP.

QUESTION 6:

What are your metrics for gauging agency success?

FWHS Response:

Agency success will be gauged by the scoring criteria as listed on page 7, under section IV. EVALUATION/SELECTION CRITERIA.

QUESTION 7:

To whom will your new agency report?

FWHS Response:

The awarded Contractor(s) will report to FWHS Marketing and Communication department, as listed on page 4 under section B. Rendering Services, item number one (1).

QUESTION 8:

Is this RFP open for non US based companies?

FWHS Response:

See FWHS response to Question 1.

***** END OF ADDENDUM NO. 1 *****

Kelvin Noble

Kelvin Noble
Director of Procurement