

<b>AMENDMENT OF SOLICITATION / MODIFICATION OF CONTRACT</b>		1. Contract Number DCHFA-24-010		Page of Pages	
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2. Amendment/Modification Number A002	3. Effective Date Box 16C	4. Requisition/Purchase Request No.	5. Caption Graphic Design		
6. Issued by: District of Columbia Housing Finance Agency 815 Florida Avenue, N.W. Washington, D.C. 20001-3017		7. Administered by (If other than line 6)			
8. Name and Address of Contractor (No. Street, city, county, state, and zip code)		X	9A. Amendment of Solicitation No. DCHFA-24-010		
			9B. Dated (See Item 11) 11/16/2023		
			10A. Modification of Contract/Order No.		
			10B. Dated (See Item 13)		
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS					
<input checked="" type="checkbox"/> The above numbered solicitation is amended as set forth in item 14. The hour and date specified for receipt of Offers <input checked="" type="checkbox"/> is extended. <input type="checkbox"/> is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) BY separate letter or fax which includes a reference to the solicitation and amendment number. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such may be made by letter or fax, provided each letter or telegram makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.					
12. Accounting and Appropriation Data (If Required)					
<input type="checkbox"/> 13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACT/ORDERS and IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14					
<b>E. IMPORTANT:</b> Contractor is not <input type="checkbox"/> is <input checked="" type="checkbox"/> required to sign this document.					
<b>14. Description of Amendment/Modification</b>  Solicitation Number DCHFA-24-010 is hereby amended as follows:  1. The Date for receipt of responses is extended to December 22, 2023, 2:00 p.m. local time. Responses to questions received begin on page 2. Questions are no longer being accepted. Responses should be submitted to <a href="mailto:procurement@dchfa.org">procurement@dchfa.org</a> . 2. Delete section D in its entirety and replace with D.R.					
Except as provided herein, all terms and conditions of the document is referenced in Item 9A or 10A remain unchanged and in full force and effect.					
15A. Name and Title of Signer (Type or print)		16A. Name of Contracting Officer Tara Sigamoni			
15B. Name of Contractor  (Signature of person authorized to sign)	15C. Date Signed	16B. District of Columbia Housing Finance Agency		16C. Date Signed  (Signature of Contracting Office or person authorized to sign)	

## Questions and Responses

1. Can we include samples of similar work we've done in the past? If so, in what format would you like to see them? URLs? PDFs?

Yes, please include samples in PDF form.

2. Is there a preferred proposal format?

No preferred format. Be sure to address all information requested in section K.3, Evaluation Criteria.

3. What is web distribution? Is this social media graphics?

Creating assets that DCHFA will add to the existing website.

4. Is there an incumbent?

There is no incumbent. This is a new procurement.

5. Is there a preferred unit price or not to exceed amount?

No. This is a Request for Proposal. Please submit pricing based on what you believe is the proper amount for the proposal.

6. Who should I address the welcome letter to?

Please address the letter to DCHFA

7. Offer #13 section on page one of the Supplies and Services doc pertaining to “Acknowledgment of Amendments.” I would like clarification on what I need to do in that section of the RFP. Are there supplemental documents that I need to receive from you to review and submit?

Section J.8 of the solicitation “Acknowledgement of Amendments” references to how the contractors would response should the Agency issue an amendment/ Modification to the RFP. The contractor must sign and return by the date asked. As of now, two amendment(s) have been issued.

8. Follow up with you about the Past Performance Evaluation form, is there an attachment for the evaluation form? Please see attached Past Performance Evaluation Form.

9. What is the anticipated budget or price range for the design services?

The Agency does not disclose budget information. This solicitation is not based on the lowest bidder, but based on the contractor’s expertise and response to the Evaluation Criteria.

10. Can you share any stats on viewing, downloading, or sharing of previous digital assets created for DCHFA?

The Agency can not provide the requested stats.

11. For Logos, can we assume that all will be designed off of a single unified set of brand guidelines or would each logo represent a distinct brand within DCHFA?

Depending on the project, the logo will be designed based on brand guidelines or a distinct brand within DCHFA.

12. Can we assume that web distribution services, as it pertains to DCHFA's website, simply means creating assets that DCHFA will add to the existing website? (As opposed to including any website design or development work in this fixed-fee bid).

This assumption is correct.

13. Can we assume that we would be provided brand guidelines for all design deliverables?

DCHFA has established brand guidelines that will be provided.

14. Does DCHFA have a preferred printing vendor? If so, can you share that information? No,

DCHFA does not have a preferred printing vendor.

15. How many business days should we assume DCHFA will typically need to provide feedback / approvals of deliverables?

Please allow a minimum of 2 weeks for feedback

16. How many stakeholders will be involved in the approval process, and what are their roles on the project?

There will be 3-4 persons involved with the approval process. The 2 roles with obligatory involvement will be the Vice President of Public Relations and the Public Relations Assoc.

17. What is the design work expected to be performed by the chosen vendor as it relates to the Client Satisfaction Survey?

Client Satisfaction Survey is not needed. Section D has been amended to reflect the deletion in this amendment.

18. For the annual report, what does DCHFA anticipate the time window to be between when content is finalized for the annual report and when the first version of the design deliverable is expected to be completed?

Annual report is for the previous financial year. The Agency's FY ends 9/30 annually. Contents will be disbursed upon award to the successful contractor. Design is expected to be completed within 30-45 days.

**SECTION D.R: DELIVERABLES**

The contractor shall prepare contract deliverables in electronic format as follows:

Deliverable	Quantity	Format	Due Date	To Whom
Annual Reports	One (1)	Email to CA	Each Calendar Year	CA ymccutchen@dchfa.org