

## ADDENDUM NUMBER 1

**April 22, 2019  
SOB No. 2019-303 Graphic Designer**

**Fort Worth Housing Solutions  
Procurement Department  
1201 E. 13<sup>th</sup> Street, 1<sup>st</sup> Floor, South Entrance  
Fort Worth, TX 76102**

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

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

Respondent acknowledges receipt of Addendum: \_\_\_\_\_  
Respondent's Signature
Date

**The bid due date is April 25, 2019 at 2:00 p.m. Local Time**

### **QUESTION 1:**

Can companies from outside USA can apply for this? (like from India or Canada)

#### **FWHS Response:**

Yes.

### **QUESTION 2:**

Do we need to come on-site for meetings?

#### **FWHS Response:**

No, meetings can be conducted remotely.

### **QUESTION 3:**

Can we perform the tasks (related to RFP) outside USA?

**FWHS Response:**

Yes. Tasks can be submitted electronically. This solicitation is a Small Order Bid, not a Request for Proposals.

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**QUESTION 4:**

Can we submit the proposals via email?

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**FWHS Response:**

Yes. All bids must be received no later than April 25, 2019 at 2:00 p.m. local time either by email at [procurement@fwhs.org](mailto:procurement@fwhs.org) or by fax to Jeannine Charles at (817) 333-3593. Any bids received after the specified date and time will not be considered.

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**QUESTION 5:**

Is the award on a project basis or monthly retainer? We typically work on the latter with city departments, but the RFP was a little unclear.

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**FWHS Response:**

Project basis only. There isn't enough need for a monthly retainer. Please also refer back to section "Awards/Contract Terms(s)."

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**QUESTION 6:**

If this is a project basis, our fees typically are determined by the project. If you would like specific ballpark pricing on individual items, can you provide what those may be? From what I can tell, the only inclusion is a minimum of 12 pages on an annual report and a tri-fold brochure.

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**FWHS Response:**

FWHS understands that fees are determined by project, however, a ballpark estimate is needed for those two specific projects. Please refer back to section "Awards/Contract Term(s)."

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**QUESTION 7:**

Do you have other prospective projects to bid on or would you just like to see an estimate of hours and cost on those two?

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**FWHS Response:**

FWHS is asking firms to prepare an estimate for each project. FWHS will provide more detailed specifications for future projects. Please also refer back to section "Awards/Contract Terms(s)."

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**QUESTION 8:**

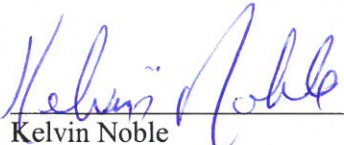
Would you be open to a monthly retainer that entails a group project discount rate should we be awarded this bid? That would open up the opportunity to have all needs met at not only a reduced rate, but offer peace of mind that branding would be on point for all projects.

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**FWHS Response:**

No, FWHS is not open to a monthly retainer.

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Kelvin Noble  
Director of Procurement

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