

RFP Addendum # 1
Request for Proposals for
Technology Contract Advisory Service
(Solicitation # 5464)

Date of Addendum # 1: January 29, 2021

The Request for Proposals (RFP) for the above-named project is amended as noted in this Addendum. This Addendum consists of two pages.

The following is a list of questions received and SHA's responses to those questions.

Question 1. Regarding the Consultant Registration Form, shall this be signed by the Account Team or by the person submitting the response on behalf of our firm?

Response: *The form doesn't require a signature. It just needs the contact information for your firm so that if SHA needs to contact you, we will know who to contact.*

Question 2. We recommend signing a mutual NDA to protect Seattle Housing Authority (SHA) and our firm as we engage in this RFP. We can use SHA Mutual NDA or our firm's form.

Response: *It is not necessary to have a NDA. The RFP explains how to protect any confidential or proprietary information in your proposal.*

Question 3. Will Seattle Housing Authority offer assurance that our firm's submittal of pricing and elements of our proposal under MNDA will not be disclosed to other RFP participants? Our firm's proposal will include proprietary information as well as confidential pricing data.

Response: *Please see the instructions in the RFP on how to indicate or identify confidential or proprietary information in your Proposal.*

Question 4. We understand proposals (one original and 3 copies needs to be received by 2p on 2/16/2021. May we submit these electronically via email?

Response: *Unfortunately our funding agency (HUD) doesn't allow for Proposals for full solicitation projects be submitted electronically.*

Question 5. In order to scope our offer properly, would you please provide the following information:

- a. Number of SHA employees?
- b. SHA Annual IT budget?
- c. Does SHSA need services and support for all IT spends including HW/SW/Services and Maintenance renewals?

Response:

- a. Approximately 640 employees
- b. The 2020 IT Operating Budget was \$5,517,000
- c. We anticipate utilizing the service anywhere we can receive significant savings, Especially software acquisition and some software renewals. If jointly, we think there could be appropriate savings in hardware, we would like the option to do that as well.

Question 6. How is Seattle Housing Authority structured for acquisition and ongoing relationships with providers of 3rd party IT solutions? Do you have IT or Vendor Category Managers, IT Finance, Sourcing and Procurement staff members?

Response:

Within required purchasing requirements, SHA IT manages the relationship with IT vendors. For changes and/or extensions to existing contracts, IT works with the Procurement department to follow the appropriate process.

Question 7. Is SHA seeking background negotiation support or for consultant to negotiate directly with suppliers on behalf of SHA? Or a combination of both direct and indirect support.

- a. If direct negotiation support is desired option, can SHA elaborate on the number and potential type of agreements this would be requested?
- b. Does SHA prefer to pay via a fixed fee model or as a percentage share of savings, or a combination of both for direct negotiation support?

Response:

- a. *There are at least two agreements with major software vendors we may want direct negotiation for, others could be requested depending on the vendor and the size of the agreement.*
- b. *SHA would pay via a fixed fee model.*

Question 8. Do Universities and Higher Education count as Governmental Experience to SHA?

Response:

Yes, we would consider public universities and higher education as government experience.

Question 9. May key personnel bios be acceptable as an alternative to resumes?

Response:

We would like to see the bios to list some actual experience that is relative to this engagement.

END OF RFP ADDENDUM # 1