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**ADDENDUM NO. 01**

**PROJECT:** RFP for IT Consulting Services  
**DATE:** April 11, 2025

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**TO ALL BIDDERS OF RECORD:**

This Addendum serves to modify, amend, and supplement a designated section of the **REQUEST FOR PROPOSALS** pertaining to the project titled "**IT Consulting Services**," dated **March 20, 2025**. It is hereby incorporated by reference and shall hold the same binding authority as if fully integrated into the original document. The Proposer is tasked with incorporating the information contained within this Addendum No. 1 into their proposal submission documents. Furthermore, it is incumbent upon them to inform all subcontractors and suppliers intended for various aspects of the project of any alterations or adjustments outlined within this Addendum. Failure to acknowledge the contents of this Addendum will preclude any claims for additional compensation.

- A. This Addendum forms a part of the Contract Documents.**
- B. This Addendum includes:**
  - a. Questions and Answers**

**NOTICE TO ALL CONTRACTORS**

Failure to acknowledge receipt of this addendum on the proposal form may, at the sole discretion of the Owner, serve as justification for proposal rejection.

**END OF ADDENDUM NO.1**

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# PROVIDENCE HOUSING AUTHORITY

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## Questions and Answers

- 1.) **In the SCOPE sections**, it states in the first three bullets..."Upgrade existing software OR guide and assist with writing an RFP." Is there a preference in proposing whether you want the bidders to perform the upgrade, or is there a preference to have the bidder write the RFP as the secondary step?

Once the selected vendor reviews these services, they would recommend the next path – remain with current vendor and upgrade the software or create RFP for new vendor/software/hardware.

- 2.) **Internal and External Network Management:** PHA is asking for replacement switches, but there is no mention of price. Are you looking for someone to write an RFP to replace the switches, or are you looking for someone to provide you pricing for the replacements, installation and management?

We are looking for recommendations which would include pricing, make, and model. No installation or management needed.

- 3.) Will the winning bidder of this RFP be responsible for writing 4 RFP's (XProtect, Continuum, Door King and Network)?

This depends on the selected vendor recommendations. If in the best interest of the PHA to solicit a new vendor/software/hardware then yes, assist with writing RFP and reviewing proposals. No, if the selected vendor recommends upgrading existing software/hardware.

- 4.) Are PHA's switches currently on static IP's? If not, what is on static IP's?

Yes, we are currently using static IP's

- 5.) Is the notarization on (certification) real or was this part of the sample on pg 40?

The notarization on page 40 is a sample of where it can be placed on that certification. The form is asking you to have the certification notarized – it can be stamped anywhere on that form.

- 6.) Letter of interest, we assume is the same as exec summary, Letter of interest on page 16, Exec summary on page 15

Yes, you are correct. The "letter of interest" on page 16 under the program proposal factors is synonymous with "executive summary" from the proposal content and format (Tab 1) on page 15.

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