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## ADDENDUM #2

Request for Proposals  
Media Services  
Solicitation No. 2024-7001

Originally Issued December 26, 2023

### Addendum 2 – Issued January 18, 2024

To Offerors:

The following additions, deductions, changes and corrections to the proposal and specifications for the above referenced project shall hereby be incorporated into the work, and their affect on the proposal shall be reflected in the Offeror's proposal. Offerors shall also verify this fact by indicating the receipt of the addendum in their proposal.

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### CHANGES:

**The Proposal Submittal Deadline has been extended to January 25, 2024 at 11:00AM EST.**

### QUESTIONS:

1. Is CMHA satisfied with the agency's current Media Services contractor? If not, what services need improvement? If the agency wants to add services the current Media Services contractor is not performing, what are those services?  
**This information will not be provided.**
2. Where are the Section 3 forms to be completed for this bid? Is it necessary to have every subcontractor fill out Section 3 forms as well? Please attach the forms or give clear instruction on where to find them.  
**There are no Section 3 Forms required for this solicitation.**
3. The scope of work includes many bullet points of work currently handled by the agency's full-time senior communications coordinator. Will CMHA's in-house full-time communications coordinator remain employed after the media services vendor is selected? If not the current staffer, will CMHA still have an employee handling day-to-day media/pr for CMHA commensurate with current practice, or will the selected media services contractor be expected

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to take over all the current in-house communications staffer's duties and responsibilities, more of a full-time commitment?

CMHA will have an employee handling the daily media needs and will call upon the Media Services Consultant as needed. Special assignments may be given to the media services consultant.

4. In the vendor response, where should be place our certifying documents for SBE, WBE, MBE? The form of proposal (Att G) does not give guidance whether the forms should be with the HUD docs, or at the end with the vendor registration form.  
Please include in Section 7, Other Information.

\*\*\*END OF ADDENDUM TO DATE 1/18/2024\*\*\*