

## ADDENDUM #3

Quotations for Small Procurements  
Website Development  
Solicitation No. 2025-6801

Originally Issued March 13, 2025

### Addendum 3 – Issued March 28, 2025

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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### QUESTIONS:

1. Do you need localization? Which specific languages do you need for localization? **No localization needed.**
2. In Section 2.0 Consultant Scope - 2.1.1.12, what types of "real-time data dashboards" do you envision for this project, can you provide an example of this functionality/feature? **Boxes/ on the website that offer data about the agency (ie number of participants, number of units, etc).**
3. In Section 2.0 Consultant Scope - 2.1.1.18, please describe what types of "portals" you are referring to? Please provide an example of this feature. **Rent Café portal is a good example. Links by property are currently on our website here: <https://cintimha.com/touchstone/>.**
4. Can you tell us more about the custom Rent Calculator and can it be embedded within an iFrame? **<https://cintimha.com/landlords-2/rent-affordability-calculator-3/>. Yes, as long as the aesthetics are approved by Communications Department and it works well.**
5. Do you have a specific application that provides data for "real-time data dashboards"? **Not currently. We are in the process of developing this.**
6. Do you need to collect sensitive data via online forms that should be encrypted (e.g. SSN, DOB, bank accounts)? **No.**
7. Should the experience summary be submitted all in one PDF with the Quote Packet or as a separate document? **Either way is acceptable.**
8. Is self-certification of MBE status permitted? **Yes, please self-certify when you complete the vendor registration form. If you have copies of certifications, please include them with your quote.**

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9. Is the reference form in the Quote Document required or can we use our own form? **We would prefer that you complete the reference form in the Quote Packet to ensure all required information is submitted.**
10. Does the agency intend to move away from WordPress? What are the reasons why? **WordPress has additional costs associated with plugins we are currently using and does not fulfill our accessibility requirements. However, we will still consider WordPress if changes can be made that would address these concerns.**
11. Is proof of insurance required when submitting or once the work is won? **Proof of insurance is not required until the time of contract award.**
12. We are an Indian company can we participate for the tender submission? Is there any restriction? **Yes, you can participate. There is no restriction.**
13. Do you have a launch date in mind? **No. This will be negotiated with selected vendor.**
14. Could you provide a link to the rent calculator? Do you have access to the code for this? **<https://cintimha.com/landlords-2/rent-affordability-calculator-3/> Code will be provided to selected vendor.**
15. If not WordPress, do you have another CMS in mind? **No.**
16. Can you give us a list of Plugins you are using? **Admin Menu Editor Pro, Event Espresso, Elementor, Advanced Custom Fields PRO, Ajax Search Pro, All-in-One WP Migration, Black Studio TinyMCE Widget, Broken Link Checker, Classic Editor, Code Snippets, Collapse-O-Matic, Create And Assign Categories For Pages, Download Plugins and Themes from Dashboard, Duplicate Page, DZS ZoomTabs and Accordions, Easy Custom Sidebars, Elementor Pro, Email Encoder - Protect Email Addresses, Event Espresso - Calendar, GA Google Analytics, Genesis Columns Advanced, Genesis Custom Headers, Gravity Forms, Gravity Forms Bulk Add Fields, Gravity Forms Collapsible Sections, Gravity Forms Image Choices, Health Check & Troubleshooting, Hero Maps Premium, iframe, Imagify, Insert PHP Code Snippet, Media Cleaner, Media Sync, Members, Menu Icons, Monarch Plugin, myCRED for Event Espresso 4, New RoyalSlider, PAVLOV Rent Calculator CMHA, Performance Lab, Post Type Switcher, Prisna GWT - Google Website Translator, PublishPress Future, Query Monitor, Really Simple Security, s2Member Framework, s2Member Pro, Sandbox Plugins, Simple 301 Redirects, To Top, UberMenu 3 - The Ultimate WordPress Mega Menu, Ultimate Addons for Elementor Pro, UpdraftPlus - Backup/Restore, WordPress Importer, WP Mail SMTP, WP Notification Bars.**
17. Do you need us to address how we would handle the calculator and calendar in the response or just make sure we account for it in the cost? **It is a requirement that it be handles, so please just accounted for it in the cost.**
18. Can you give us the list of system to integrate with? Google Analytics, Affordability Calculator, anything else? **Power BI and Rent Café are the only systems currently, but more may be added.**
19. What is the current calendar solution? Do the calendars pull from external calendars of events or are they manually maintained? **The calendar is manually maintained currently and does not link to any external calendars.**

20. We can embed a PowerBI dashboard using iframe. Does that work? **Yes, as long as the aesthetics are approved by Communications Department and it works well.**
21. Do you need to collect sensitive data via online forms that should be encrypted (e.g. SSN, DOB, bank accounts)? **No.**
22. In Addendum 2 it was noted that you are currently spending \$500 per year on support and \$2,000 per year on hosting. Are you anticipating that costs will remain low? **No, these costs are lower because the internal IT Department is currently providing most of the website support. These costs should increase when this responsibility is moved to the selected contractor.**
23. Are you requesting dedicated support and/or 24-hour assistance? **Emergency situations and functionality issues must be addressed immediately. Please state in your quote the response times for emergency and non-emergency support.**
24. Can you summarize the budget for the project and support? **\$75,000 for 3 years for all services.**
25. What if our quote price exceeds \$75,000? **Reduce the amount of time for the services to less than 3 years or request changes in the scope. No quotes over \$75,000 can be accepted.**
26. Do you have an estimated time frame that Addendum 3 will be released? **No.**
27. Could we receive a comprehensive list of the active plugins and their respective functionalities on the current WordPress site? **Admin Menu Editor Pro, Event Espresso, Elementor, Advanced Custom Fields PRO, Ajax Search Pro, All-in-One WP Migration, Black Studio TinyMCE Widget, Broken Link Checker, Classic Editor, Code Snippets, Collapse-O-Matic, Create And Assign Categories For Pages, Download Plugins and Themes from Dashboard, Duplicate Page, DZS ZoomTabs and Accordions, Easy Custom Sidebars, Elementor Pro, Email Encoder - Protect Email Addresses, Event Espresso - Calendar, GA Google Analytics, Genesis Columns Advanced, Genesis Custom Headers, Gravity Forms, Gravity Forms Bulk Add Fields, Gravity Forms Collapsible Sections, Gravity Forms Image Choices, Health Check & Troubleshooting, Hero Maps Premium, iframe, Imagify , Insert PHP Code Snippet, Media Cleaner, Media Sync, Members, Menu Icons, Monarch Plugin, myCRED for Event Espresso 4, New RoyalSlider, PAVLOV Rent Calculator CMHA, Performance Lab, Post Type Switcher , Prisma GWT - Google Website Translator, PublishPress Future, Query Monitor, Really Simple Security, s2Member Framework, s2Member Pro, Sandbox Plugins, Simple 301 Redirects, To Top, UberMenu 3 - The Ultimate WordPress Mega Menu, Ultimate Addons for Elementor Pro, UpdraftPlus - Backup/Restore, WordPress Importer, WP Mail SMTP, WP Notification Bars.**
28. Beyond Google Analytics, Power BI, calendar integration, and the rent calculator, what additional third-party tools require integration? **None at this time.**
29. Can you provide more details on the current content management system (CMS) used for the existing CMHA website and any challenges faced with it? **The need for more drop down menus for easier navigation, need for up-to-date ADA compliance, user friendly on content updating end, better user-friendly layout to audience, ability to add videos to site, better calendar (more user-friendly to add events), social media integration with site.**
30. Do we need to include acceptance form and fee submission form in quote packet as they have to be attached separately? **No.**
31. Budget: Could you share a budget or range of acceptable costs for the project? (e.g. \$50-100k, \$100-250k, \$250k+). **Knowing your budget or at least a range of potential costs helps**

determine if we're a good fit for the project, how we should approach it, and a sense of your expectations as well. **The budget is \$75,000 for 3 years.**

32. Current Costs: What has been the total spend with the incumbent vendor over the course of the existing contract? **Current annual spend on hosting is \$2,000. Current annual spend on support is less than \$500.**
33. Timeline: Do you have a set, or hoped-for, timeline for the project? Or are you open to discussing options with your chosen partner? **Timeline will be negotiated with the selected vendor.**
34. Plug-ins: Can you share a list of the plug-ins your current website relies on? **Admin Menu Editor Pro, Event Espresso, Elementor, Advanced Custom Fields PRO, Ajax Search Pro, All-in-One WP Migration, Black Studio TinyMCE Widget, Broken Link Checker, Classic Editor, Code Snippets, Collapse-O-Matic, Create And Assign Categories For Pages, Download Plugins and Themes from Dashboard, Duplicate Page, DZS ZoomTabs and Accordions, Easy Custom Sidebars, Elementor Pro, Email Encoder - Protect Email Addresses, Event Espresso - Calendar, GA Google Analytics, Genesis Columns Advanced, Genesis Custom Headers, Gravity Forms, Gravity Forms Bulk Add Fields, Gravity Forms Collapsible Sections, Gravity Forms Image Choices, Health Check & Troubleshooting, Hero Maps Premium, iframe, Imagify, Insert PHP Code Snippet, Media Cleaner, Media Sync, Members, Menu Icons, Monarch Plugin, myCRED for Event Espresso 4, New RoyalSlider, PAVLOV Rent Calculator CMHA, Performance Lab, Post Type Switcher, Prisma GWT - Google Website Translator, PublishPress Future, Query Monitor, Really Simple Security, s2Member Framework, s2Member Pro, Sandbox Plugins, Simple 301 Redirects, To Top, UberMenu 3 - The Ultimate WordPress Mega Menu, Ultimate Addons for Elementor Pro, UpdraftPlus - Backup/Restore, WordPress Importer, WP Mail SMTP, WP Notification Bars.**

\*\*\*END OF ADDENDUM TO DATE 3/28/2025\*\*\*