



## **ADDENDUM #1**

### **RFP 10.3.2025 – Executive Search Services**

Date Issued: October 9, 2025

This Addendum #1 is issued to provide clarification and respond to questions received regarding RFP 10.3.2025 – Executive Search Services. All provisions of the original Request for Proposals remain in effect except as clarified or corrected below. This Addendum shall become part of the RFP documents and must be acknowledged by the proposer.

### **QUESTIONS & ANSWERS**

1. Question 1:

On page 4 of the RFP, it states that proposals “will be received until 12:00 p.m. local EST on October 10, 2025.” The front of the RFP states the due date is October 17, 2025. Is October 10 a typo?

Answer 1:

Yes. The date listed on page 4 is a typographical error. The correct proposal submission deadline is Friday, October 17, 2025, at 12:00 p.m. Eastern Time, as stated on the cover page and in the solicitation schedule.

2. Question 2:

What is the salary range for the Executive Director position?

Answer 2:

The salary range for the Executive Director position has not yet been finalized. It will be determined by the FWHA Board of Commissioners based on market analysis and candidate qualifications.

3. Question 3:

Is this search contingent or retained?

Answer 3:

FWHA prefers a retained search approach to ensure a comprehensive, high-touch executive recruitment process. However, FWHA is open to the respondent’s recommendation. Proposers should indicate in their proposal which model (retained, contingent, or both) they recommend and include pricing accordingly. If a proposer wishes to provide costs and scopes for both retained and contingent services, they may do so, clearly describing the scope, approach, and cost for each.



4. Question 4:

Will FWHA be providing the following forms, or is there a website where they can be downloaded?

- HUD Form 5369-B
- HUD Form 5369-C
- HUD Form 5370-C
- Non-Collusive Affidavit

Answer 4:

The following forms are required and are listed within the RFP under “Proposal Format”:

- HUD Form 5369-B – Instructions to Offerors, Non-Construction
- HUD Form 5369-C – Certifications and Representations of Offerors
- HUD Form 5370-C – General Contract Conditions, Non-Construction
- Non-Collusive Affidavit

These forms can be accessed on FWHA’s website at [www.fwaha.org](http://www.fwaha.org) within the Procurement Portal under Procurement Forms. If proposers are unable to locate the documents on the FWHA website, they may also download them directly from HUD’s official forms library at: [https://www.hud.gov/program\\_offices/administration/hudclips/forms](https://www.hud.gov/program_offices/administration/hudclips/forms).

**End of Addendum #1**

All respondents are required to acknowledge receipt of this Addendum by including a signed copy with their proposal submission.

**Acknowledgment of Addendum #1**

Company Name	
Authorized Representative (Print)	
Signature	
Title	

Issued By:  
Fort Wayne Housing Authority  
7315 Hanna Street  
Fort Wayne, IN 46816  
[www.fwaha.org](http://www.fwaha.org)



## ADDENDUM #2

### RFP 10.3.2025 – Executive Search Services

Date Issued: October 14, 2025

This Addendum #2 is issued to modify the RFP in the following manner. All other provisions and clarifications in the original RFP and previous Addendum #1 remain in full force and effect, except as modified below. Proposers must acknowledge this Addendum in their proposal submission.

#### Modification to Evaluation Criteria — Removal of MBE/WBE Preference Points

Current RFP includes “Extra Points” for MBE/WBE/DBE certified organizations. These preference points are hereby deleted. There will be no preference points awarded for MBE/WBE/DBE status. Evaluation will proceed solely based on the criteria under Qualifications, Industry Experience, Proposed Capacity, Cost Proposal, Completeness, and Certifications & Representations.

All proposers must acknowledge this change by including a signed copy of this Addendum #2 with their proposals.

#### End of Addendum #2

All respondents are required to acknowledge receipt of this Addendum by including a signed copy with their proposal submission.

#### Acknowledgment of Addendum #1

Company Name	
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Signature	
Title	

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## ADDENDUM #2

### RFP 10.3.2025 – Executive Search Services

Date Issued: October 15, 2025

This Addendum #3 is issued to clarify the submission requirements related to the Non-Collusion Affidavit referenced in the Request for Proposals (RFP) for Executive Search Services.

#### Clarification: Non-Collusion Affidavit

The RFP references a required Non-Collusion Affidavit.

The Fort Wayne Housing Authority does not utilize a separate affidavit form.

Completion and signature of HUD Form 5369-A, Representations, Certifications, and Other Statements of Bidders, shall serve as the required Non-Collusion Affidavit for this solicitation.

No additional notarized form is required.

All other terms and conditions of the RFP remain unchanged.

All proposers must acknowledge this change by including a signed copy of Addendum #3 with their proposals.

#### End of Addendum #3

All respondents are required to acknowledge receipt of this Addendum by including a signed copy with their proposal submission.

#### Acknowledgment of Addendum #1

Company Name	
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Signature	
Title	

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