**Addendum No. 2**

**RFP No. E-853-00**

**PUBLIC RELATIONS AND MARKETING SERVICES**

**November 1, 2019**

**Chattanooga Housing Authority**

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The Chattanooga Housing Authority (CHA) hereby issues Addendum No. 2 to the above project. The addendum consists of the following:

**NEW SUBMISSION INSTRUCTIONS**

You may have already received an email notification from Vendor Registry. CHA has just begun a trial of their procurement software services. We are now requesting that the PDF’s of your proposals should be transmitted via [www.vendorregistry.com](http://www.vendorregistry.com) rather than directly to dchadwick@chahousing.org. If your samples include any documents that are not PDF’s, their website should accept them since they have said they can even accept AutoCAD drawings. Should you have any questions regarding this or encounter any problems, please contact Debbie Chadwick, CHA Purchasing Agent, at 423-752-4192 or dchadwick@chahousing.org or contact Vendor Registry’s Government Support Team at 844-247-4220 (toll-free) or buyersupport@vendorregistry.com. Proposals are still due ***by 4:00 p.m. EST on Thursday, November 14, 2019.*** They will be kept sealed even from CHA until the deadline, at which time they will be released to CHA to begin evaluation.

**The signed acknowledgment form must be returned immediately by fax to 423-752-4192 or email to** **dchadwick@chahousing.org** **and submitted and acknowledged in your proposal.**

**DATED: November 1, 2019**

**END OF ADDENDUM NO. 2**

ACKNOWLEDGMENT

I acknowledge receipt of ADDENDUM NO. 2 to Solicitation #E-853-00, Request for Proposals for PUBLIC RELATIONS AND MARKETING SERVICES.

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(Signed)

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