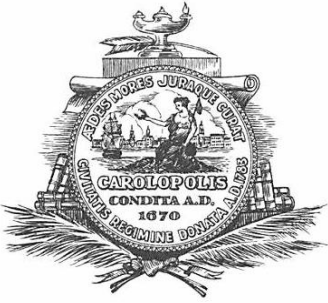




HOUSING AUTHORITY OF THE CITY OF CHARLESTON

550 MEETING STREET, CHARLESTON, SOUTH CAROLINA 29403

TELEPHONE (843) 720-3970

Nathan F. Simms, Jr., *President & CEO*

ADDENDUM NO. 3

DATE ISSUED: AUGUST 11, 2026

JOB NO. 260807

RFP WEBSITE DESIGN SERVICES

A. NOTICE TO BIDDERS:

This Addendum is issued pursuant to the Conditions of the Contract and is hereby made part of the above named project.

The addendum serves to clarify, revise, and supersede information in the Project Manual and the Drawings. The Offeror shall acknowledge receipt of this Addendum in the space provided on the Addendum Acknowledgement Form. Failure to do so may subject the Offeror to disqualification.

B. CLARIFICATION OF JOB NUMBER:

The official Job Number is 260807

C. UPDATED SCOPE OF WORK:

ADD THE FOLLOWING UNDER THE SCOPE OF SERVICES

OWNERSHIP, LICENSING AND ASSET DELIVERY

The selected vendor must not retain ownership or operational control of custom work created for CHA, except for specifically disclosed pre-existing tools approved by CHA.

All custom deliverables created for the project—including research, content, information architecture, wireframes, designs, design systems, artwork, icons, animations, or video commissioned within scope, source code, templates, components, configurations, documentation, and test materials—must be treated as works made for hire for CHA where legally permissible.

To the extent a deliverable is not legally a work made for hire, the vendor must irrevocably assign to CHA all worldwide right, title and interest in that deliverable, including rights to use, modify, reproduce, distribute, license, combine and create derivative works.

Approved embedded vendor materials must be licensed to CHA perpetually, irrevocably, worldwide, royalty-free, transferable, and sublicensable to the extent needed to operate, maintain, modify, host, and migrate the website.

Third-party licensing must support CHA's intended use and successor vendors. The vendor must disclose renewal fees, usage limits, attribution, copyleft, data-sharing, termination, and replacement risks.

CHA must receive editable/unflatten native design files, original-resolution media, releases, source code and repository history, build/deployment files, configurations, schemas, content/data exports, documentation, licenses, and an asset register.

SECURITY, PRIVACY AND RESILIENCE

Apply secure development practices aligned with current industry practices, including least privilege, encryption in transit and at rest, secure headers, dependency scanning and secrets management.

Complete Company-approved vulnerability and penetration testing before launch and correct critical/high findings before acceptance.

Document incident notification and cooperation, monitoring, logging, backups, restoration testing, proposed RPO/RTO, business continuity, and disaster recovery.

Do not use CHA confidential information, personal information, designs, code, or content to train or improve generalized artificial-intelligence models.

INTEGRATIONS AND DATA

Confirm all required integrations during discovery, including resident/applicant portals, housing or property systems, procurement, careers, maps, email, CRM, analytics, social media, and other approved services.

For each integration, document the system of record, data fields, direction, refresh frequency, authentication, consent, error handling, monitoring, support ownership, recurring cost, and exit/export method.

Use Company-owned accounts wherever practical. Do not scrape, republish, or expose third-party or resident data without documented authorization.

Minimize personal data collection and prevent form fields, URLs, or search terms from leaking to analytics, pixels, logs, or error-monitoring services.

Any personally identifiable information (PII), stored in or on the site will be thoroughly documented and disclosed to CHA for determination of validity and need. No PII will at any time be stored on the site without appropriate security measures.

END OF ADDENDUM NO. 3