

**AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT**

1. <u>Amendment/Modification No.</u> <b>A00001</b>	2. <u>Effective Date</u> See Block 15c	3. <u>Requisition/Purchase Order No.</u>	4. <u>Project No. (if applicable)</u>
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5. <u>ISSUED BY</u> Housing Authority of the City of El Paso, Texas Procurement Department 5300 E. Paisano Dr. El Paso, TX 79905-2931 Mr. Juan Pulido, Procurement Manager	6. <u>ADMINISTERED BY (if other than Item 5)</u> Housing Authority of the City of El Paso, Texas Public Housing Department 5300 E. Paisano Dr. El Paso, TX 79905-2931
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7. <u>NAME AND ADDRESS OF CONTRACTOR</u> (No., Street Name, County, State & Zip Code)	8a. <u>Amendment of Solicitation No.</u> FS 18-R-0020
	8b. <u>Dated (see item 10)</u> October 5, 2018
	9a. <u>Modification of Contract No.</u>
	9b. <u>Dated (see item 12)</u>

**10. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATION**

The above numbered solicitation is amended as set forth in Item 13. The hour and date specified for receipt of Offers is:  
 is extended       is not extended.

Offerors must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended by one of the following methods:  
(a) By completing Items 7 & 14 and returning \_\_\_\_\_ copy (ies) of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such a change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

**11. ACCOUNTING AND APPROPRIATION DATE (if required) PHA**

**12. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACT IT MODIFIES THE CONTRACT NO. DESCRIBED IN ITEM 13.**

<input type="checkbox"/>	A. This change order is issued pursuant to (Specify Authority) The changes set forth in Item 13 are made in the Contract No. in Item 9a.
<input type="checkbox"/>	B. The above numbered contract is modified to reflect the administrative changes (such as changes in paying office, appropriation data, etc). Set forth in Item 13 pursuant to the authority of FAR 43.103 (b).
<input type="checkbox"/>	C. This supplemental agreement is entered into pursuant to the authority of: MUTUAL AGREEMENT OF BOTH PARTIES
<input type="checkbox"/>	D. Other (Specify type of modification and authority)

E. **IMPORTANT:** Contractor  is not  is required to sign this document and return ALL copies to the issuing office.

13. Description of amendment/modification:  
**Amendment No. A00001. Q&A's, Attachment A and Attachment B.**  
*Except as provided herein, all terms and conditions of the documents referenced in Item 8a. or 9a., remains unchanged and in full force and effect.*

14a. <u>NAME AND TITLE OF SIGNER (Type or print)</u>	15a. <u>NAME AND TITLE OF CONTRACTING OFFICER (Type or print)</u> <b>Gerald Cichon, Chief Executive Officer</b>
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14b. <u>OFFEROR/CONTRACTOR</u>  _____ (Signature of Authorized Person)	14c. <u>Date Signed</u>	15b. _____ (Signature of Contracting Officer)	15c. <u>Date Signed</u>
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APPROVED AS TO FORM: _____ HACEP Legal Counsel	DATE: _____	HACEP Form 001
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# Housing Authority of the City of El Paso

## MEMORANDUM FOR FILE

**DATE:** October 3, 2018 @ 2:00 P.M.

**SUBJECT:** Pre-Proposal Conference  
FS 18-R-0020; Financial and Systems Consultant

### Chronology

#### I. Schedule of Events

A meeting was held Wednesday, October 3, 2018 in reference to the above-mentioned subject.

Meeting began at 2:00 P.M.

Location: Conference Room 217

Attendees: **See Attachment A**

#### II. Minutes of the Meeting

Ms. Lourdes Gomez, Contract Specialist continued the Pre-Proposal agenda

##### 1. INTRODUCTION

- Taping of the Meeting
- Introduction of HACEP Staff
- Tele-Conference Attendees: Cynthia Johnson, Independent Consultant  
John Rivers, JDR Consulting
- Purpose of the Meeting

##### 2. INTENT OF THE ACQUISITION

- Description of the acquisition – Methodology – Request for Proposal process that will use several criteria to evaluate the proposals.
- Evaluation Criteria
- Contract Type is one (1) year term with two (2) 12 month options to renew
- Terms and Conditions, HUD Form 5370-C
- Proposal Closing Date/Time; October 19, 2018 at 4:00 P.M., local time
- Attachments to be submitted (bank letter, etc.)
- Electronic Signatures; new method of signing contracts; opportunity to opt out

3. STATEMENT OF WORK – Overview of the intent of the acquisition. The scope of services on pages 12 through 15. We are also requesting the submittal of your fees on a separate table.

4. NOTICE OF INTENT TO DISTRIBUTE QUESTIONS AND ANSWERS TO POTENTIAL OFFERORS – Deadline to submit questions in writing is October 5, 2018 at 4:00 P.M.

5. QUESTIONS AND ANSWERS

*Question:* John Rivers; is it basically a CFO role? Is it on-site full time? It wasn't very clear.

*Response:* The name is not CFO but rather Financial and Systems Consultant but relates to the work description of the CFO functions, and in reference to your question on the on-site full time, a clarification will be addressed via NAHRO.

*Additional Response:* The Service is an On-Site full time.

*Comment:* Ms. Cynthia Johnson receives notifications from the Housing Authority via electronically (not clear if it is NAHRO).

Mr. John Rivers email address is [jrivers@jdrconsulting.net](mailto:jrivers@jdrconsulting.net)

**Meeting concluded at 2:10 P.M.**

Attachments:

**A – Attendance Sheet**

**B – Pre-Proposal Conference Agenda**





**HACEP**  
**PRE – PROPOSAL CONFERENCE AGENDA**

ATTACHMENT B

**Solicitation Number:** FS 18-R-0020

**Solicitation Name:** Financial and Systems Consultant

**Date:** October 3, 2018

1. INTRODUCTION:

- Taping of the meeting (Yes or No)
- Introduction of staff
- Purpose of the meeting – improve understanding of HACEP requirements and allowing potential offerors the opportunity to judge whether or how they can satisfy the requirements
- Nothing said at this conference will change any of the terms of the RFP unless a subsequent written amendment to the solicitation is issued.

2. INTENT OF THE ACQUISITION:

- Description of the acquisition – methodology - Competitive Proposals Process that will use several criteria to evaluate the proposals.
- Evaluation criteria
- Contract type
- Terms and Conditions
- Proposal Closing Date and Time is October 19, 2018 at 4:00 P.M. The proposal must be received by Contract Compliance at that time.
- Attachments to be submitted (bank letter, etc.)
- Electronic Signatures; new method of signing contracts; opportunity to opt out

3.  STATEMENT OF WORK – Overview of the intent of the acquisition

4.  NOTICE OF INTENT TO DISTRIBUTE QUESTIONS AND ANSWERS TO POTENTIAL OFFERORS

5.  **Be advised that during the solicitation process, the Contract Specialist is the only point of contact. Any form of contact by a offeror or potential offeror with Commissioners of the Housing Authority of the City of El Paso, Texas, any person employed by HACEP or HACEP contracted consultant will constitute grounds for rejection of their proposal.**

6.  REMINDER – Proposers must submit (1) original proposal and <sup>3</sup>~~4~~ copies of the proposal

7.  ALL QUESTIONS – Must be submitted in writing no later than \_\_\_\_\_  
@ \_\_\_\_\_ P.M.