

<u>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</u>			Page of Page(s) 1 3
1. <u>Amendment/Modification No.</u> A00001	2. Effective Date	3. Requisition/Purchase Order No.	4. Project No. (if applicable) EX 18-R-0024
5. ISSUED BY 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. ADMINISTERED BY (if other than Item 5) Housing Authority of the City of El Paso, Texas Public Housing Department 5300 E. Paisano Dr. El Paso, TX 79905-2931	
7. NAME AND ADDRESS OF CONTRACTOR (No., Street Name, County, State & Zip Code)		8a. Amendment of Solicitation No. EX 18-R-0024	
		8b. Dated (see item 10) October 17, 2018	
		9a. Modification of Contract No.	
		9b. Dated (see item 12)	
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: <input type="checkbox"/> is extended <input type="checkbox"/> 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, email, or fax 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 email, fax or letter, provided each email, fax 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:		
<input type="checkbox"/>	D. Other (Specify type of modification and authority)		
E. IMPORTANT: Contractor <input type="checkbox"/> is not <input type="checkbox"/> is required to sign this document and return <u>ALL</u> copies to the issuing office.			
13. Description of <u>amendment/modification</u> : Amendment No. A00001 – Pre-proposal conference minutes, attendance sheet, agenda and Q’s & A’s.			
14a. NAME AND TITLE OF SIGNER (Type or print)		15a. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Gerald Cichon, Chief Executive Officer	
14b. OFFEROR/CONTRACTOR _____ (Signature of Authorized Person)	14c. Date Signed	15b. _____ (Signature of Contracting Officer)	15c. Date Signed
APPROVED AS TO FORM: _____ HACEP Legal Counsel		DATE: _____ HACEP Form 001	



MEMORANDUM FOR FILE

DATE: October 16, 2018 @ 2:00 P.M.
SUBJECT: Pre-Proposal Conference
EX 18-R-0024; Public Relations and Communications Provider

Schedule of Events

I. Chronology

A meeting was held Tuesday, October 16, 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 Introduction of the Pre-Proposal agenda

1. INTRODUCTION

- Taping of the Meeting
- Introduction of Staff – *There were no firms present.*
Tele-Conference Attendee: Myrick Mitchell with the Bland Advocate.
- Purpose of the Meeting

2. INTENT OF THE ACQUISITION

- Description of the acquisition
- Evaluation Criteria
- Contract Type
- Terms and Conditions, HUD Form 5370-C
- Proposal Closing Date/Time; November 1, 2018 at 2:00 P.M.
- 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 – Deadline to submit questions in writing is October 18, 2018 at 4:00 p.m.

5. QUESTIONS AND ANSWERS

Question: What is the email address? Response: lgomez@hacep.org

Meeting concluded at 2:14 p.m.

Attachments:

- A – Attendance Sheet
- B – Pre-Proposal Conference Agenda

