

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

1. Amendment/Modification No.
A00001

2. Effective Date
June 21, 2019

3. Requisition/Purchase Order No.

4. Project No. (if applicable)
OPS 19-R-0007

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
Tel: 915-849-3789 Fax: 915- 849-3868
erocha@hacep.org

7. NAME AND ADDRESS OF CONTRACTOR
(No., Street Name, County, State & Zip Code)

8a. Amendment of Solicitation No. OPS 19-R-0007

8b. Dated (see item 10) June 21, 2019

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:
 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, 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.**

- 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.
- 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).
- C. This supplemental agreement is entered into pursuant to the authority of:
- 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 – Meeting minutes with Q&A, Attendance sheet and pre-proposal agenda

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



Housing Authority of the City of El Paso

MEMORANDUM FOR FILE

DATE: June 12, 2019 @ 2:00 P.M.
SUBJECT: Pre-Proposal Conference
EX 19-R-0007 Broker Services 2019

Schedule of Events

I. Chronology

A meeting was held Wednesday June 12, 2019 in reference to the above-mentioned subject.

Meeting began at 2:00 P.M.
Location: Conference Room 212
Attendees: **See Attachment A**

II. Minutes of the Meeting

Ms. Eddie Rocha, Contract Specialist continued the Pre-Proposal agenda

1. INTRODUCTION

- Taping of the Meeting
- Introduction of Staff
- Purpose of the Meeting

2. INTENT OF THE ACQUISITION

- Description of the acquisition
- Evaluation Criteria
- Contract Type –
- Terms and Conditions,
- Proposal Closing Date/Time; July 12, 2019 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. Mr. Tom Deloye provided a brief overview of the work to be performed and the project requires.

4. NOTICE OF INTENT TO DISTRIBUTE QUESTIONS AND ANSWERS TO POTENTIAL OFFERORS – Deadline to submit questions in writing is June 19, 2019 at 4:00 P.M.

5. QUESTIONS AND ANSWERS

Ms. Servin went through all of the RFP documents to understand the purpose of each document and to know those forms that will be required to submit with the proposal. Mr. Pulido responded and explained the purpose of each form on the RFP to Ms. Servin.

Q1. Do you have an electronic version of the RFP, one in which I electronically am able to fill it out, like a word document? If not, do I have to write in the answers and complete the forms by hand?

A. No word document can be provided, can be filled out by hand

Q2. Is the Housing Authority open on Friday's?

A. Yes, HACEP is open on Friday's

Q3. Does our broker's position in the Planning Commission pose as any conflict of interest?

A. You must consult the City of El Paso conflict of interest policy. HACEP is not able to provide answer to this question.

Q4. Do any of the subordinate agents in his office have the opportunity to take the contract or would that also be in conflict with our broker?

A. Same as above. Contract will be issued to broker of record.

Q5. How will our services be promoted and or used by the Housing Authority?

A. HACEP will use broker services on as-needed basis to satisfy its requirements and without need for promotion in the agency.

Meeting concluded at 2:50 P.M.

Attachments:

A – Attendance Sheet

B – Pre-Proposal Conference Agenda



Housing Authority of the City of El Paso

Pre-Proposal Conference Agenda

Solicitation Number: EX 19-R-0007

Solicitation Name: Brokerage Services 2019

Date: 6/12/19

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 requirement
- 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 July 12, 2019 @ 2pm. 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 (Eddie Rocha) 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 (so marked), and three (3) copies (so marked), and one (1) electronic file of the proposal.

7. ALL QUESTIONS – Must be submitted in writing no later than June 19, 2019 @ 4pm.