

<u>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</u>			Page of Page(s) 1 3	
1. Amendment/ <u>Modification</u> No. A00001	2. Effective Date See Block 15c	3. Requisition/Purchase Order No.	4. Project No. (if applicable)	
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		
NAME AND ADDRESS OF CONTRACTOR 7. (No., Street Name, County, State & Zip Code)		8a. Amendment of Solicitation No. RFP EX 19-R-0011		
		8b. Dated (see item 10)		
		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 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 <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:</u> Amendment No. A00001. Add on Scope of work: 1. The ability to provide day to day assistance in managing the department's daily operations, as needed 2. Assist and train staff in HCV/Section 8 duties and responsibilities, 3. HACEP reserves the right to request Selected vendor may perform other duties as needed <i>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.</i>				
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		



**The Housing Authority
of the City of El Paso, Texas**

**Request for Proposals for
Section 8 Evaluation and
Consulting Services**

Solicitation No.

EX 19-R-0011



Rev. 01 **7/11/2019** **Page 13 added items 8, 9 and 10 on Scope of work 8) The ability to provide day to day assistance in managing the department's daily operations, as needed 9) Assist and train staff in HCV/Section 8 duties and responsibilities, 10) HACEP reserves the right to request Selected vendor may perform other duties as needed.**

Housing Authority of the City of El Paso, Texas Gerald Cichon	An Equal Opportunity Employer and Contracting Agency
--	---



- 7) Enhance the use of all features in the current software to be more effective and efficient in reporting and operational processes and provide recommendations to compatible software that will increase the efficiencies.
- 8) The ability to provide day to day assistance in managing the department's daily operations, as needed
- 9) Assist and train staff in HCV/Section 8 duties and responsibilities
- 10) HACEP reserves the right to request Selected vendor may perform other duties as needed

II. Overview of current environment:

1. Annual Recertification (AR) & Inspection issues in Yardi and Site Manager:
 - a. Letters for ARs and Inspections are not ready in Yardi.
 - b. Letters are still not processed in Yardi because there is an issue with case manager assignment.
 - c. Information is collected manually, letters are done through mail merge for both ARs and inspections.
2. Initiating workflow in batches.