

<u>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</u>			Page of Page(s) 1 5	
1. Amendment/ <u>Modification</u> No. A00002	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) 7/19/2019		
		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: <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. A00002. Pre-proposal conference agenda (Attachment A), attendance list (Attachment B), Q&A's. Page 15 on Scope of work the sentence should read as a combination of incises f) & g) <i>"All applicants share the same unit code. If the address on the applicant's unit code is changed, it does not reflect on the applicant screen"</i> . <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		



Pre-Proposal Conference Agenda

Solicitation Number: EX 19-R-0011
Solicitation Name: Section 8 Evaluation and Consulting Services
Date: July 16, 2019 @ 3:30 pm

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 August 2nd, 2019 @ 2pm (mountain time).

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 (Ms. Lourdes Gomez) are 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 July 18, 2019 @ 2:00pm mountain time.

EPHOME
 PRE-PROPOSAL CONFERENCE

SOLICITATION NO: EX 19-R-0011 Section 8 Evaluation and Consulting Services
 DATE: July 16, 2019 @ 3:30 pm

NAME OF ATTENDEE	COMPANY NAME OR HACEP DEPARTMENT	PHONE NUMBER	FAX NUMBER	EMAIL ADDRESS
Marta C. Mena	HACEP HCUV	915 849-3748		
Lourdes Gomez	Hacep Procurement	x3785	x3868	
Juan Pulido	HACEP	x3695		
On Phone				
	Du & Associates - Leslie Stelzer			
	- Ron Lebsack			
	Claudette Consulting - Penny Vanderwall			
	Anthony Howard - RightSource Compliance			

Q & A's

1. Timeline for this RFP, when is it going to start and completion date?
Response: Upon award, vendor will be contacted to identify startup of project and work with timeline and completion dates.
2. How is the scheduling?
Response: Internal and External
3. Do you have Mobile module?
Response: Yes
4. Scheduling census track?
Response: Zip code function
5. What kind of support and ongoing training and support is provided by Yardi?
Response: No training is provided by Yardi, only support by submitting a helpdesk ticket. However, we do have an individual in-house that troubleshoots issues with Yardi and she receives help from Yardi as needed.
6. Has Yardi provided any written processing procedures?
Response: Yes, we do have some. Though we have encountered issues with the software that are not in the procedures. We are working in resolving those issues.
7. Does El Paso HA use any other systems to manage the HCVP? If so, what are they and what are they intended to do?
Response: HACEP has an image storage system that is used for initials(applicants) since the initial section has not yet been moved into the rent café. Also, we have a portal that allows landlords to submit rent increases.
8. In Section II 7.f of the RFP, what is the remainder of the sentence?
Response: complete sentence will read as follows: "All applicants share the same unit code. If the address on the applicant's unit code is changed, it does not reflect on the applicant screen."
9. Is the 2015 Administrative Plan on the website the most current version?
Response: No, the Admin Plan was updated later part of 2018
10. In Section II 7.h of the RFP, is the accessibility to change the waiting list status of other programs based on the HCV status?
Response: This issue has been resolved.
11. Does El Paso use any standard operating procedures developed in-house?
Response: Yes
12. The Scope of Services states "...gain efficiencies and effectiveness in its current operations, to incorporate the current software potential maximum in the processes efficiencies, effectiveness and developing any strategies." Yet, the detail within the of the Scope focuses mostly on Yardi and improving the software performance. Is HACEP looking for a full program evaluation of its HCV program, including an operational assessment, organizational review, staffing needs and responsibilities, process flows, etc. or is the scope more narrowly focused on the software side only?
Response: No, it is overall to ensure that we maximize staff and remove deficiencies from current processes.



- f. All applicants share the same unit code. If the address on the applicant's unit code is changed, it does not reflect on the applicant screen.
 - g. Accessibility to be able to cancel any application from other programs.
8. Voucher issuance/affordability:
- a. It is difficult to delete/void voucher issuance if it has gone to Public & Indian Information Center (PIC).
 - b. Multiple voucher issuances are allowed even if one is still current, causing duplicates in Voucher Management System Reports.
 - c. While processing Request for Tenancy Approval Form, utility allowance amount is not visible once you check off utilities, will only be visible once moved-in.
 - d. Searching for an existing unit is very sensitive, making it difficult for us to catch duplicates if no results appear.
 - e. Rent Reasonableness cannot be saved under pending on the RFTA tracking.
9. Leasing and Contracts:
- a. If a unit transfer needs to be cancelled, status will go back to future instead of notice.
 - b. Future move-ins for unit transfers cannot be processed until move-out occurs for the previous unit.
 - c. Housing Assistance Payment Contract cannot be generated before move-in for unit moves
 - d. There is not a report that informs us how many units have been leased but are pending '58 to complete move-in.
 - e. Leases with many pages are too big to scan into ~~Vardi~~ under one document.

III. Annual Re-Certifications Processes Overview

VOYAGER, available reports:

Voyager contains analytic reports that help find clients requiring recertification. These reports offer a drill capability to the Resident record. Reports can be generated by unit #, tenant name, specific caseworker and date range can be selected. Types of reports include Incomplete Reviews, Recertification due, and Recertification exception. Report types include Summary, Detail, and Statistics.

Adding Recertification 50058: After receiving the information needed to complete? the recertification, the 50058 can be prepared. Technicians log into Voyager and search the client in the case management screen. On the Data menu, the Family Detail Info is selected and technician begin? the process of updating the file, including current action (Annual or interim) and the effective date. The process continues with review and update of Family Members, Family Assets, Family Income, Family Expenses and Family Verification records. Alter buttons are sued to resolve fatal errors.