HOME
Housing Opportunity
Management Enterprises

Pre-Proposal Conference

Agenda

Solicitation Number: _OPS 21-R-0018
Solicitation Name: **Request for Proposal for: Ruben E. Salazar Development Services**

Date: 9/23/2021 @10:00AM

1. INTRODUCTION:
   ☒ Taping of the meeting (☒ Yes or ☐ No)
   ☒ Introduction of staff
   ☒ Purpose of the meeting – improve understanding of HOME 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 – Competitive Proposals Process that will use specific criteria to evaluate the proposals, which is included in the RFP.
   ☒ Evaluation criteria
   ☒ Contract type
   ☒ Terms and Conditions
   ☒ Proposal Closing Date and Time is **October 14, 2021 @ 2pm** . The proposal must be received by Contract Compliance at that time. **To be uploaded to the Housing Agency Marketplace**

   ☒ Attachments to be submitted (bid bond, section 3, amendments, bank letter, insurance etc.)
   ☒ Electronic Signatures; new method of signing contracts.

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

4. ☒ NOTICE OF INTENT TO DISTRIBUTE QUESTIONS AND ANSWERS TO POTENTIAL OFFERORS – Amendment will be posted by **10/3/2021**

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 HOME any person employed by HOME or HOME contracted consultant will constitute grounds for rejection of their proposal.**

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6. ☒ REMINDER – Proposals must be received by **2:00 P.M. on October 14, 2021,** via the Housing Agency Marketplace at https://ha.internationaleprocurement.com/

No fax, email or in-person proposals will be received, the offices are closed.

7. ☒ ALL QUESTIONS – Must be submitted in writing no later than **_September 30, 2021 @ 5:00pm**,