



8933 Interchange Dr.  
Houston, Texas 77054  
Tel: 713-578-2100  
Fax: 713-669-4594  
[www.hchatexas.org](http://www.hchatexas.org)  
[hcha@hchatexas.org](mailto:hcha@hchatexas.org)

April 20, 2016

AMENDMENT #2  
AMENDMENT TO SOLICITATION NUMBER RFP 16-07: COMPENSATION STUDY

Issued by: Kristen Domeracki, Director of Administration

The date and time specified for receipt of proposals is unchanged. The solicitation mentioned above is amended as set forth above and below and as set forth in Amendment 1 (<http://hchatexas.org/wp-content/uploads/RFP-16-07-Compensation-Amendment-1.pdf>). Proposers must acknowledge receipt of this amendment by signing the form below and submitting it with the proposal.

REVISION TO SCOPE OF WORK:

1. Analyze the competitiveness of the salaries for all HCHA's positions. Confirm comparable positions in other housing authorities of similar size and present benchmark findings (~~National, Regional, and Local scope~~). Develop a recommend salary schedule based on research conducted.

Attachment A: Questions & Responses

Proposer/Respondent: \_\_\_\_\_  
Name

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature

Attachment A  
QUESTIONS & RESPONSES

Question 1: On page 5 it states that the Vendor must submit three letters of recommendation. Is the Housing Authority requesting actual letters of recommendation or just the contact information on Attachment B.

Response: Completing the reference information found on Attachment B will be sufficient for providing references.

Question 2: The statement on page 5 and on Attachment B both request three references using letters of reference from companies for whom vendor has provided services in the past twelve (12) months. One of the bullets states that the date of services provided must not be older than three years. I was hoping that you could help clarify the statements.

Response: Please provide references for at least three companies for whom the vendor has provided services within the last 12 months.