

HARRIS COUNTY HOUSING AUTHORITY

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AMENDMENT OF SOLICITATION

AMENDMENT # 1

DATE: 8-10-17

ISSUED BY: Debra McCray, HCV Director

AMENDMENT TO SOLICITATION NUMBER: Request for Proposals
(RFP) # 17-07

Professional Consulting Services to Update The HCHA's Administrative Plan and Housing Choice Voucher Program Standard Operating Procedures

THE DATE AND TIME SPECIFIED FOR RECEIPT OF PROPOSALS IS
UNCHANGED.

THE SOLICITATION MENTIONED ABOVE IS AMENDED AS SET FORTH ABOVE AND BELOW. PROPOSERS MUST ACKNOWLEDGE RECEIPT OF THIS AMENDMENT PRIOR TO THE HOUR AND DATE SPECIFIED FOR RECEIPT OF PROPOSALS BY SIGNING THIS FORM BELOW.

ITEM 1: Responses to written question submitted in reference to RFP 17-07.

Question 1 – What is the budget for this RFP?

Response 1 - *The Harris County Housing Authority (HCHA) does not release budgetary information related to the service being procured. It is the responsibility of the proposers to submit a fee schedule for the work.*

Question 2 - Is it a single/multiple award?

Response - *HCHA will determine the method of award (single/multiple) based on its evaluation of the proposals received.*

Question 3 - Is there any pre-bid meeting set up?

Response 3- *HCHA will not be conducting a pre-bid conference.*

Question 4 - Who is the Incumbent?

Response 4 - *No consulting firm is currently under contract for the services request in RFP 17-07.*

Question 5 - Under 8. Documents: X. List of business references. HCHA asks for five references, including “banking references”. Can you clarify what type of “banking references” HCHA is needing?

Response 5 - *Reference letter from bank(s) (financial Institution(s)) with who you are conducting business, indicating you are in good standing with said institution.*

Question 6 - Would it be possible to get legible, full size PDFs of Exhibit F and the Ethics Policy?

Response 6 - *The Ethics Policy can be down loaded from the HCHA website under <http://hchatexas.org/about-us/plans-policies-reports/>. Attached to this Amendment, please find Attachments 1 & 2 for Exhibits E and F.*

Question 7 - Under 24 Supervision: It states “successful Offeror shall provide adequate competent supervision at all times during the performance of the contract. A qualifies lead attorney and one alternate shall be designated in writing prior to execution of the contract. The lead attorney or his/her alternate must be available to meet with HCHA personnel at any reasonable time.” Can you clarify why there is a need for a “qualified lead attorney” be designated prior to the contract and why they need to be available to HCHA?

Response 7 - *Under 24. Supervision: Please change/replace reference to “lead attorney” to read “Team Leader”*

Proposer/Respondent: _____
Name

Signature

Date: _____