

HARRIS COUNTY HOUSING AUTHORITY

P.O. Box 53028, Houston, TX 77052 | 713.669-4509 P

ADDENDUM OF SOLICITATION

ADDENDUM # 1

DATE: 03-13-2026

ISSUED BY: Paul Curry, Finance Director

AMENDMENT TO SOLICITATION NUMBER: Request for Proposal (RFP) # 26-06 for Fee Accounting Services

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

ITEM 1: I. Written Questions/Responses.

1. What software does HCHA use for accounting?

- MIP Fund Accounting (Abila)
- FileMaker Advance Pro (Housing Pro / MRI Software)

2. Who is the current fee accountant, and how many cumulative years have they been providing service to HCHA?

- The current Fee Account is, The Cornwell Associates Accountants, Inc.
- Harris County Housing Authority has been with our current vendor for 13 years.

3. For RFP #26-06; Section IV. Scope of Services #19 (Page 7) states, "The Offeror must deliver requested Fee Accounting Services reports to HCHA within twenty-four (24) hours of HCHA's request." – I wanted to ask for some clarification on this requirement. Could you please specify which types of reports would fall under this 24-hour turnaround mandate? Understanding the exact nature of these reports will help us ensure we can be fully compliant with expectations.

- Reports that may fall in this category include but are not limited to the following:
 - i. Supporting documentation for audits, board meetings, or HUD
- Please note that the occurrence of this request happens very infrequently

Proposer/Respondent
Name

Date

Signature