

ADDENDUM NUMBER 1

**Broward County Housing Authority
Solicitation Number: RFP 19-282- RE-BID**

Compensation and Classification Study

DATE: February 4, 2020

TO ALL PROSPECTIVE BIDDERS

PLEASE NOTE THE FOLLOWING CHANGE:

There is no change in the proposal due date.

1. Page 9, section 5.4.1, "List the name, addresses, contact persons as well as contact phone numbers, fax numbers and e-mail addresses of at least five (5) clients for whom similar services are being performed currently or within the past three (3) years). At least three (3) of the references should include public sector clients."
2. Page 17, section 6.2.1.4, "Provide at least five (5) references, three (3) of which should include public sector clients, include a contact name, title, telephone number, fax number and the number of jobs evaluated per project".
3. Attachment D, Client Reference Instructions: "Complete this form by indicating the appropriate response or by indicating "N/A" if not applicable. List at least five (5) references for whom similar services are being performed currently or within the past three (3) years). At least three (3) of the references should include public sector clients. Attach additional sheets if necessary. Failure to list previous experience and/or poor references may result in rejection of your bid." **Please include the updated Attachment D in your submitted proposal.**

PLEASE NOTE THE FOLLOWING QUESTIONS/CLARIFICATIONS:

QUESTIONS/CLARIFICATIONS

The following question(s) (shown in italicized text) were submitted by prospective proposer(s). BCHA's responses are presented here (shown in bold text). Submitters' names and email addresses have been removed due to privacy requirements.

1. *Is this the first time for this proposal, and if not, can the awarded vendors proposal be made available?*

ANSWER: The proposal was resolicited; however, no award was issued for the prior proposal.

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2. *Is the comparable size and scope for Classification and Compensation Studies the same as indicated on page 6 4.1.2.1 Key Facts-Composition of Staff*

ANSWER: The Key Facts-Composition of Staff coupled with Introduction sections of the RFP provide organization overview used as comparison of size and scope to other similar entities.

3. *On page 6, 4.1.2.1 Key Facts-Composition of Staff, what are the titles of the positions to include the full-time vacancies?*

ANSWER: Current full-time vacancies include: Controller, Procurement Specialist, Information Systems Technician, Administrative Assistant II, Development Administrator, Insurance/Accountant Assistant, Intake Specialist, PIC/EIV Specialist, and Occupancy Specialist.

4. *What are acceptable private sector references when companies have been acquired, departments eliminated, personnel retired, out of business, system upgrades and files lost, and these are the references for prior work?*

ANSWER: Please refer to page 9, section 5.4.1 and 5.4.2; it is up to the respondent to provide the best available references as pertinent to this RFP, which may include current or past clients.

5. *5.4 page 9 Client References, is it a must for public sector references?*

ANSWER: Please see change made to 5.4.1 as stated above.

6. *8.10.4 page 21 Invoicing Requirements, can the payments be sooner than 30 days, if it poses a payroll hardship?*

ANSWER: Please see Page 21, section 8.10.4, of the RFP regarding BCHA's payment schedule for invoices.

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This addendum **MUST** be returned with your Bid on the established due date.

All other terms, conditions and specifications remain unchanged for RFP 19-282-RE-BID

NAME OF COMPANY:
