

ADDENDUM #1

Broward County Housing Authority
Solicitation Number: RFP 18-267

Auditing Services

DATE: July 10, 2018

TO ALL PROSPECTIVE BIDDERS

PLEASE NOTE THE FOLLOWING CORRECTIONS:

1. Proposal Submission Form, Attachment A – should be twelve (12) copies of your proposal and not five (5) copies. Please see corrected Attachment A below.

PLEASE NOTE THE FOLLOWING CHANGES/CLARIFICATIONS:

No change in proposal due date.

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

All other terms, conditions and specifications remain unchanged for RFP No. 18-267.

NAME OF COMPANY: _____

**BROWARD COUNTY HOUSING AUTHORITY
SOLICITATION NUMBER RFP 18-267
REQUEST FOR PROPOSAL
AUDIT SERVICES**

PROPOSAL SUBMISSION FORM – ATTACHMENT A

Instructions: The items listed below must be completed and included in the Proposal submission. Complete this form by marking an “X” where provided to verify that the referenced completed form or information has been included within the hard copy proposal submission.

X=Included	Tab	Contents
	1	Proposal Submission Form: Attachment A of this solicitation
	2	Form HUD-5369-C: Certifications and Representations of Offerors, Non-Construction Contract found at http://www.hud.gov/offices/cpo/forms/hud5369c.pdf .
	3	Profile of Firm Form: Attachment B of this solicitation Include IRS Form W-9, licenses, and insurance certificates
	4	Response to Evaluation Factor 1: Organizational Overview. Submit responses as Attachment C-1 . See Section 7.1
	5	Response to Evaluation Factor 2: Firm’s Strategy and Program Development. Submit responses as Attachment C-2 . See Section 7.2
	6	Response to Evaluation Factor 3: Experience with Similar Type of Organizations. Submit responses as Attachment C-3 . See Section 7.3
	7	Response to Evaluation Factor 4: Experience with performing Information Technology control assessments. Submit responses as Attachment C-4 . See Section 7.4
	8	Response to Evaluation Factor 5: Fee Information. Submit responses as Attachment C-5 . See Section 7.5 (To submit in a separate sealed envelope)
	9	Client References: Attachment D of this solicitation document, addressing requirements as listed within solicitation document. See Section 5.3

CHECK (✓) BELOW IF YOU HAVE SUBMITTED THE REQUIRED:

_____ **ONE (1) ORIGINAL AND** _____ **TWELVE (12) COPIES OF YOUR PROPOSAL.**

By completing and submitting this form and all other documents within this proposal submission, the undersigned proposer hereby certifies and understands that:

1. he/she is verifying that all information provided herein is, to the best of his/her knowledge, true and accurate, and that if BCHA discovers that any information entered herein to be false, such shall entitle BCHA to not consider or make award of to cancel any award with the undersigned party;
2. as described within the Reservation of Rights section of the RFP, BCHA reserves the right to reject and not consider any response that does not meet the requirements of this solicitation, including but not necessarily limited to incomplete responses and/or responses offering alternate or non-requested services, failure to use BCHA and HUD provided forms, or failure of the proposer to check for addenda or corrections and adhere to any revised requirements;
3. he/she is agreeing to abide by all terms and conditions pertaining to this solicitation document as issued by BCHA including an agreement to execute a contract form; and
4. he/she has the ability to sign and bind the firm or company to the services to be performed within the fees proposed.

Signature	
Title	
Date Signed	
Printed Name	
Firm or Company	