



"The Capital City of the Palm Beaches"

PROCUREMENT DIVISION

401 Clematis St. 5th Floor
West Palm Beach, FL 33401
TEL: (561) 822-2100
FAX: (561) 822-1564

**Addendum 1
RFP 10-11-126**

Analysis of Impediments (AI) to Fair Housing Choice

Each recipient of this Addendum No. 1 to the Request for Proposals (RFP) who responds to the RFP acknowledges all of the provisions set forth in the RFP and agrees to be bound by the terms thereof. This addendum shall modify, clarify, change or add information and clarification and become part of the above referenced RFP.

REVISED DUE DATE:

The due date shall be changed:

FROM: 3:00 p.m., Tuesday, **May 31, 2011**

TO: 3:00 p.m., Thursday, **June 2, 2011**

Questions:

- 1) **Q:** Is there a budget or budget range that the City expects to spend for this project?
A: The City does not have a public advertised budget for this project.
- 2) **Q:** If no budget is now current anticipated, what was expended for the 2006 AI?
A: It was handled In-House.
- 3) **Q:** The 2006 AI does not appear to be available on-line. Would the City make that available or email a copy to this firm?
A: Not at this time.
- 4) **Q:** What are the points for each of the ranking criteria? In particular, for the pricing evaluation, what methodology will be used to score the second through last of the proposal responses, in relation to the first or lowest cost bidder?
A: There is no points ranking criteria. Each proposal is reviewed and ranked as the best value to the City.
- 5) **Q:** On page 7, item e, regarding the use of a subcontractor, a reference is made that the subcontractor may have to provide a valid business license in the City of West Palm Beach. Must the contractor or subcontractor have such a license and, if yes, can it be acquired prior to initiating the contract?
A: Because there is no permitting involved, there is no need to be licensed in the City.

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6) **Q:** On page 14, reference is made to using Microsoft Office 2007. Is Microsoft Office 2010 acceptable?

A: Microsoft 2003 – 2010 are acceptable.

7) **Q:** We have attached a completed copy of the Registration Form, page 19. This form requires submittal by April 27, 2001. Since the RFP publication date is May 12, 2011, we assume that this date is in error.

A: Yes, April 27, 2011 is a typo. You are also considered registered at the time you downloaded your RFP document from our website. Using Registration Form with typos is fine to submit.

Proposers must acknowledge receipt of this Addendum Number One (1) in the space provided below. This Addendum forms an integral part of the RFP documents and therefore must be executed. Failure to return this addendum with your proposal submittal may be cause for disqualification.

Issued By: City of West Palm Beach
Procurement Division
May 27, 2011

Signed By: Kari Hansen
Kari Hansen
Purchasing Agent

PROPOSER: _____

Signed By: _____

Print Name: _____

Title: _____

Date: _____

End of Addendum 1