

HOUSING FINANCE AUTHORITY OF PALM BEACH COUNTY, FLORIDA

REQUEST FOR PROPOSAL FOR ACCOUNTING SERVICES

ADDENDUM NO. 2

Tuesday, June 9, 2009

This Addendum No. 2, comprised of 4 pages, is intended to interpret, clarify and/or amend information provided in the Request for Proposal for Accounting Services (the "RFP") issued by the Housing Finance Authority of Palm Beach County, Florida (the "Authority") on May 11, 2009. **Specifically, this Addendum No. 2 is intended to notify proposers that as of JUNE 18, 2009, the Authority's physical and mailing address and telephone number will be changed, as described below. Therefore, all correspondence to be addressed to and/or delivered to the Authority's physical or mailing address expected to be delivered on or after June 18, 2009, should be addressed and/or delivered to the new address as indicated below. MATERIALS SUBMITTED TO THE INCORRECT ADDRESS WILL NOT BE COUNTED AS RECEIVED, EVEN IF SUBMITTED ON OR PRIOR TO ANY DEADLINE FOR SUCH SUBMISSION.**

This Addendum No. 2 will be distributed by e-mail to all persons who have requested a copy of the RFP. This Addendum No. 2 will also be available on the Authority's website. Each Proposer must acknowledge, in writing, **immediately upon receipt, and no later than June 17**, of this Addendum No. 2 by signing the acknowledgement provided below and returning it to David M. Brandt, Executive Director, Housing Finance Authority of Palm Beach County, Florida at 810 Datura Street, West Palm Beach, FL 33401, via electronic mail to dbrandt@pbcgov.com, or by facsimile to (561) 355-4191, **provided, however, that the Authority will not be able to accept faxes after the close of business on Tuesday, June 16, 2009 and all electronic communications thereafter must be via e-mail.**

The RFP is hereby amended to reflect the following changes (changes indicated by ***bold, italics, underlined text***):

1. In Section 1.6:

1.6 PROPOSAL SUBMISSION AND WITHDRAWAL

THE AUTHORITY MUST RECEIVE ALL PROPOSALS BY 5:00 P.M., LOCAL TIME, ON FRIDAY, JUNE 26, 2009.

The Authority will receive proposals at the following address:

Housing Finance Authority of Palm Beach County, Florida
100 Australian Avenue, Suite 410
West Palm Beach, FL **33406**
Attn: Executive Director

The outside of the envelope must additionally be identified as follows: **Housing Finance Authority RFP, Accounting Services.**

Receipt of the proposal in the Authority's office after the time and date specified for any reason, including failure by the Proposer to provide the above information on the outside of the envelope, may result in the rejection of the offerer's proposal. The envelope must also include the Proposer's name and return address.

The Authority cautions Proposers to assure actual delivery of mailed or hand-delivered proposals **directly to the Authority's** office prior to the deadline set for receiving proposals. If hand delivered, the proposal must be submitted directly to the Executive Director, David M. Brandt or his Assistant, Jennifer Hamilton. Telephone confirmation of timely receipt of the proposal may be made by calling (561) 233-3656, before the 5:00 p.m. deadline. Proposals received after the established deadline will be returned unopened to the Proposer. **Proposals submitted to the Authority at the Authority's prior address of 810 Datura Street, West Palm Beach, Florida, 33401 will be returned unopened to the Proposer.**

Proposers shall submit **one (1) original and eight (8) photocopied sets** of the proposal in a sealed, opaque envelope/box marked as noted above. The Proposer may submit the proposal in person or by mail.

Proposers may withdraw their proposals by notifying the Authority in writing at any time prior to the time set for the proposal receipt deadline. Proposers may withdraw their proposals in person or through an authorized representative. Proposers and authorized representatives must disclose their identity and provide a signed receipt for the proposal. Proposals, once opened, become the property of the Authority and will not be returned to the Proposers.

2. **In Section 1.8**

1.8 INQUIRIES

All questions and communications concerning this procurement process, including requests for clarifications or additional information, must be submitted in writing via electronic mail to dbrandt@pbcgov.com, or by facsimile to (561) 355-4191, **provided, however, that the Authority will not be able to accept faxes after the close of business on Tuesday, June 16, 2009 and all electronic communications thereafter must be via e-mail.**

- A. **PRE-MEETING WRITTEN INQUIRIES. The deadline for all Pre-Meeting Written Inquiries is 9:00 a.m. on Thursday, June 4, 2009.** The Pre-Meeting Written Inquiries will be posted on the Authority's website prior to the meeting, and the Authority's responses to these Pre-Meeting Written Inquiries at the pre-proposal meeting will be posted on the Authority's website shortly after the meeting. The Authority will not send copies of these Pre-Meeting Written Inquiries and the Authority's responses thereto to any of the Proposers.
- B. **POST-MEETING WRITTEN INQUIRIES.** The Authority will accept and respond to Post-Meeting Written Inquiries during the period commencing at **9:01 a.m. on Thursday, June 4, 2009 until the deadline for all Post-Meeting Written Inquiries, which is 5:00 p.m. on Friday, June 19, 2009.** The Authority will post all Post-Meeting Written Inquiries and its responses thereto on the Authority's website. The Authority will also provide each Proposer with all Post-Meeting Written Inquiries and its responses to such Post-Meeting Written Inquiries, as well as any supplemental instructions or other modifications to the RFP, in the form of a written addendum to be provided to each Proposer.

3. **In Section 1.9:**

1.9 ADDENDUM

Should revisions to the RFP become necessary, the Authority will provide a written addendum to all Proposers who requested the RFP from the Authority. Any and all addenda must be acknowledged. ***Unless otherwise indicated in the applicable addenda,*** this Acknowledgement may be included as a statement in Proposer's Letter of Transmittal (as described below). Addenda may be downloaded from the Authority's website at www.pbchfa.org. Proposals may be rejected as non-responsive if the Proposer has failed to submit a proposal with an addendum acknowledgment for the most current addendum.

All Proposers should contact the Authority no more than five (5) calendar days before the date fixed for receiving proposals to ascertain whether any addenda have been issued. Failure of the Proposer to make this inquiry could result in its response being nonresponsive in the event addenda were issued and not acknowledged by the Proposer in their response.

No addendum will be issued later than five (5) calendar days prior to the date for receipt of proposals except an addendum withdrawing the RFP or one that includes postponement of the date for receipt of proposals.

Any questions regarding this Addendum No. 2 must be submitted to the Authority in writing in accordance with Section 1.8 of the RFP.

Acknowledgement

I hereby acknowledge that _____ (Proposer name) has received Addendum No. 2 for the Housing Finance Authority of Palm Beach County, Florida's Request for Proposal for Accounting Services.

By:
Title:

Date: