



PALM BEACH COUNTY HOUSING AUTHORITY

RFP ADDENDUM #2 Solicitation No. PBCHA-RFP-2022-15

DATE: June 30, 2022
TO: All Prospective Responders
RE: **RFP for Communications/Marketing/Media Relations Firm**

The following additions and/or modifications to the Request for Proposals (RFP) posted to the PBCHA website, on June 3, 2022, will become part of the RFP for Communications/Marketing/Media Relations Firm. The RFP closing date and time will remain the same Thursday, July 7, 2022, at 2:00 p.m.

This Addendum Number 2 amends the RFP as indicated below (new or revised language is highlighted, and deleted language is shown in ~~strikethrough~~ for easy reference:

1. RFP, Page 5, Section IV “General Statement”:
The Contractor shall provide all labor, materials, insurance, transportation, etc. to provide ~~Leagl Services~~ Communications/Marketing/Media Relations Firm as described and in accordance with the Statement of Needs.
2. RFP, Page 31, Attachment L “Minority Business and Section 3 Participation Commitment Form”:
Project Name: ~~Housing Quality Standards (HQS) Inspections~~ Communications/Marketing/Media Relations Firm.

Every effort will be made to maintain this schedule. However, all dates are subject to change if it is deemed to be in the best interest of PBCHA.

Sincerely,

LaQuavial Pace
Contracts and Procurement Manager

Return of this Addendum is not mandatory; however, the Respondent is responsible for its contents and is requested to sign and submit this Addendum with its response to the RFP.

ACKNOWLEDGED:

For: _____
(Company Name)

By: _____

Date: _____

Minority Business and Section 3 Participation
Commitment Form

Project Name: Communications/Marketing/Media Relations Firm

It is the policy of Palm Beach County Housing Authority (“PBCHA”) to encourage Minority and Section 3 participation in all contracts. To implement this policy, PBCHA shall encourage Minority and Section III participation through **subcontracting**, or other methods in contracting. You must complete this form, indicating the percentage of this Contract that **will be subcontracted to Minority and Section 3 Businesses and Section 3 Individuals**.

Minority Participation:

For the purpose of this commitment, the term “Minority Business” means a business at least 51 percent of which is owned and controlled by minority group members or, in the case of a publicly-owned business, at least 51 percent of the stock of which is minority owned, and the business is controlled by minority group members. For the purpose of the preceding sentence, “Minority Group Members” are citizens of the United States who are African-American, Hispanics, Asians, Pacific Islanders and American Indians.

Please indicate the percentage of minority business participation for this project. This refers to the percentage of the total dollar value of the Contract that will be subcontracted to minority firms.

_____ **Percent ***

To be considered a “minority business”, the business must be so certified by the Palm Beach County Office of Equal Business Opportunity (OEBO), City of West Palm Beach or any other local, state, or federal agency that certifies businesses as a minority business.

Section 3 Participation:

For the purpose of this commitment, the term “Section 3” refers to Section 3 businesses and Section 3 individuals based on the definitions below:

Definitions:

Low Income Person as used above means a **resident of the West Palm Beach-Boca Raton Area** at or below 80% of medium income as shown in the Income Table below.

Economic Opportunities as used above means contracts with (a) businesses owned 51% or more by residents of West Palm Beach-Boca Raton metropolitan area at or below 80% of medium income or (b) business whose full-time employees are made up of at least 30% residents of Palm Beach County area at or below 80% of medium income. Such businesses are referred to as *Section 3 Business*.