



# PALM BEACH COUNTY HOUSING AUTHORITY

## RFQ ADDENDUM #1 Solicitation No. RFQ: FY2018-INS-002

DATE: November 8, 2018

TO: All Prospective Responders

REF: Insurance Broker of Record - RFQ: FY2018-INS-002

The following additions and/or modifications to the solicitation advertised in the Palm Beach Post and posted to PBCHA website, on October 22, 2018 will be in and become part of the Insurance Broker of Record (RFQ: FY2018-INS-002). Proposers are therefore instructed to take this addendum into consideration when preparing and submitting Statements.

### **Solicitation – Advertisement: paragraph 2 & 3 is amended to read as follow:**

A digital copy of the Request for Qualifications (RFQ) documents will be posted on PBCHA’s website ([www.pbchaf1.org](http://www.pbchaf1.org)) on Monday, November 5, 2018 under the “**Doing Business with PBCHA**” tab, followed by “**Current Bids and Solicitations**”. The RFQ is labeled “**Insurance Broker of Record**”. Questions regarding the RFQ should be submitted in writing no later than November 16, 2018 by 4:00 pm, to the attention of:

LaQuavial Pace, Contracts and Procurement Manager  
3432 W. 45<sup>th</sup> Street  
West Palm Beach, FL 33407  
[lpac@pbchaf1.org](mailto:lpac@pbchaf1.org)

All proposals shall be prepared and submitted in accordance with the instructions described in the RFQ and will be evaluated as stated in the evaluation section of the solicitation. All proposals must be received by PBCHA on or before 4:00 pm (EST) Monday, December 10, 2018. Electronic submissions will not be accepted. Proposals must be clearly marked with the solicitation number, responder’s name, address and contact information. The successful respondent will be announced on January 7, 2019.

The following table provides the correct dates and times for the major tasks associated with the solicitation. Addendum Modifications: “**Request for Qualifications at a Glance**”

<b>Date Issued</b>	November 12, 2018
<b>Pre-Submission Conference</b>	November 16, 2018 at 10:00 a.m.
<b>Last Date for Questions</b>	November 19, 2018
<b>Proposal Due Date</b>	December 17, 2018
<b>Notice of Award</b>	January 7, 2019
<b>Anticipated Approval by the Board</b>	January 21, 2019



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Sincerely,

LaQuavial Pace  
Contracts and Procurement Manager

Please complete the attached acknowledgment form and include it in your proposal package.

ACKNOWLEDGED:

For: \_\_\_\_\_  
(Company Name)

By: \_\_\_\_\_

Date: \_\_\_\_\_

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