



RFQ ADDENDUM #1
Solicitation No. PBCHA-RFP-2026-10

DATE: April 21, 2026
TO: All Prospective Respondents
RE: **Request for Proposals for Banking Services**

The following additions and/or modifications to the Request for Proposals (RFP) posted to PBCHA website and DemandStar website, on April 13, 2026, and will become part of the Banking Services. The RFP closing date will remain the same Tuesday, May 26, 2026, at 2:00 p.m.

- 1. Pre-proposal Meeting Minutes Transcript

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: _____



PRE-PROPOSAL CONFERENCE MEETING MINUTES

1. The pre-proposal conference was held on Tuesday, April 21, 2026, at 9:00 a.m. at 3333 Forest Hill Blvd., West Palm Beach, FL 33406 and via Zoom.
2. All proposals are due on May 26, 2026, at 2:00 p.m. Please include signed addendums with your proposal submittal. We will not accept late proposals.
3. Contract Terms. The term of this contract is for three (3) years with (2) two (1) year renewal option at the sole discretion of Palm Beach County Housing Authority (PBCHA).
4. Purpose. Ms. Pace provided a complete overview of the purpose of this pre-proposal conference. The Palm Beach County Housing Authority (PBCHA) is soliciting written proposals from qualified banking institutions to provide banking services for PBCHA, its instrumentalities and affiliates.
5. Background. Ms. Pace provided a brief overview of the purpose of the agency's background.
6. Scope of Services. Please review this section in its entirety. All services shall comply with the conditions set forth in the Scope of Services.
7. Reservation of Rights. Please review this section in its entirety.
8. General Term and Conditions. Please review this section in its entirety.
9. Debarment Status. Please read this section in its entirety. By submitting a response to this proposal, you are certifying that you are not currently on the HUD debarment or suspension list.
10. Renewal of Contract. Please read this section in its entirety.
11. Termination for Cause and Termination for Convenience. Please read this section in its entirety.
12. Insurance. The PBCHA has a minimum insurance requirement that all awarded contractors must carry during the life of the contract. When submitting your bid please provide proof of insurance by submitting COI that shows active coverage.
13. Drug-Free and Smoke-Free Workplace. The PBCHA is a drug-free and smoke-free campus. Please read this section in its entirety.
14. Personnel. All personnel should be in company uniform and must sign in when arriving at PBCHA property.



15. Submission Instructions and Format of Proposal. Please read this section in its entirety,

Request for Proposals No. PBCHA-RFP-2026-10

Closing Date: May 26, 2026; 2:00 PM

Title: Banking Services

Firm Name and Offeror's Authorized Contact Person: _____

Telephone number of Contact Person: _____

Name of Procurement Officer: LaQuavial Pace, Contracts and Procurement Manager

16. One (1) original copy with Five (5) copies must be submitted in sealed envelope clearly marked with USB drive.

17. Oral Presentation. Please read this section in its entirety. Oral presentation maybe required for clarification or elaborate on the proposal submitted.

18. Evaluation Criteria. Please follow the evaluation criteria when responding to this proposal. If your response follow the evaluation criteria it will increase your chances of getting the maximum allocated points.

19. Negotiation and Award. Please read this section in its entirety. PBCHA will negotiation a best and final offer for services.

20. Confidential Material. Please read this section in its entirety. Any confidential material submitted by a Respondent must be clearly marked as such.

21. Financial Statements. Please read this section in its entirety. The Respondent may be requested to submit current audited financial statements. Furthermore, the Respondent shall disclose any past or current litigation to which it is a party and the amount in controversy or potential liability.

22. Incurring Cost. Please read this section in its entirety.

23. Licensing Requirement. Please read this section in its entirety.

24. Attachments. The PBCHA asks that you submit all attachments with your proposal. This includes page 2 of the solicitation package. Where there are no signature requirements, we ask that you initial and date the bottom of the last page of the document to confirm you have read and agree to the terms and conditions. All attachments are to be completed in its entirety, initialed, and signed.



Quick recap

Palm Beach County Housing Authority held a pre-proposal conference on April 21st to discuss the RFP for banking services, which is being resolicited due to HUD's 5-year maximum requirement. LaQuavial Pace, Contract and Procurement Manager, and Tad Fuller, Chief Financial Officer, presented the RFP requirements and scope of services, including needs for joint accounts totaling \$8.1 million, interest-bearing operating accounts, security deposit accounts, and various banking services like wire transfers and ACH transactions. The Authority emphasized their shift toward online payments through their Yardi software platform and away from remote deposit capture due to security concerns. The presentation covered evaluation criteria including financial capability, interest earnings, cost, location, and additional services, with a proposal deadline of May 26th at 2pm.

Next steps

- All attendees: Review the scope of services and all RFP documents in their entirety, including evaluation criteria, submission instructions, and required attachments.
- All attendees: Submit questions regarding the RFP to procurement via email by May 19th at 2pm, ensuring the subject line includes RFP name, RFP number, and "questions".
- All attendees: Prepare and submit proposals by May 26th at 2pm, including one original and five copies with a USB drive, properly labeled with solicitation name, number, and firm information.
- All attendees: Include all required documents with proposal submission, including licensing requirements, General Depository Agreement, securities pledged for excess amounts above FDIC limits, and any confidential material in a separate, clearly marked envelope.
- All attendees: Initial and date the last page of the RFP form to indicate reading and understanding of HUD general terms and conditions.
- Tad Fuller (CFO): Notify attendees if any additional financial statements are required from Banking Institutions.

Summary

I. Banking Services Pre-Proposal Meeting

The meeting began with introductions and attendance tracking, where participants shared their names and banking establishments. Palm Beach County Housing Authority welcomed attendees and noted the meeting's purpose was a pre-proposal for banking services on April 21st. The meeting was recorded for transcription purposes, and Palm Beach County Housing Authority clarified that no changes to the terms would be made unless a written addendum was issued subsequently.

LaQuavial Pace, Contract and Procurement Manager at Palm Beach County Housing Authority, introduced the meeting and explained that they are resoliciting a 3-year contract with a 2-year renewal option due to HUD's 5-year maximum limit being reached. The contract is for services that will be renewed again in another 3 years.



II. Palm Beach County Banking Services Solicitation

LaQuavial Pace, Contract and Procurement Manager provided an overview of the solicitation for banking services for Palm Beach County Housing Authority, outlining key requirements including the reservation of rights, general terms and conditions, and insurance requirements. The proposal deadline was set for May 26th at 2pm, with submissions required to be delivered by FedEx or similar service rather than hand-delivered to avoid missing the deadline. Palm emphasized the importance of reviewing all documentation thoroughly, including the scope of services, reservations of rights, and conflict of interest policies, and noted that contract changes would be handled through change orders.

III. Solicitation Packaging and Evaluation Criteria

LaQuavial Pace, Contract and Procurement Manager provided guidance on packaging and submitting solicitations, emphasizing the importance of proper labeling to avoid mix-ups. They outlined evaluation criteria, including financial capability, ability to meet scope requirements, and potential for additional services, with specific point ranges provided for reference. Palm also addressed the process for submitting questions, noting that all questions must be received before 2 PM on May 19th, and explained the handling of confidential materials and required attachments. The conversation ended with an invitation for questions and concerns, with the CFO available to address them.

Tad Fuller, CFO, outlined the evaluation criteria for banking services, emphasizing the need for at least 13 joint accounts with a total balance of \$8.1 million, including separate operating accounts, an FSS account, security deposit accounts, and savings operating reserve accounts. Palm noted that the organization has shifted towards ACH transactions and requires capabilities for wire transfers and remote check deposits. Palm also mentioned that while checks are still used, the agency is moving towards more online payments through third-party vendors.

IV. HUD Banking Requirements Discussion

Tad Fuller, CFO, outlined several banking requirements for HUD compliance, including completing a General Depository Agreement, implementing online platforms for stop payments and ACH transfers, and establishing positive pay services to prevent fraud. The Housing Authority also requires check imaging services to be maintained for 12 months and seeks a bank with a purchasing card program to minimize the number of banking institutions they work with. Palm mentioned the possibility of exploring higher interest rates and loan transfer services for future developments.

V. Housing Authority Banking System Transition

Tad Fuller, CFO, discussed the Housing Authority's transition away from remote deposit capture systems due to security issues, explaining they will now collect most rent payments directly at sites through their Yardi software platform. Palm clarified that while the federal government requires them to solicit new banking services every five years, this is their first RFP in 10 years, with TD Bank and Valley National Bank participating. The conversation ended with Palm requesting that all questions be submitted via email to procurement, as they are currently in the "cone of silence" period.



Meeting Attendees

- Emsley Hylton, Bank United
- Tonya England, TD Bank
- Mark Nyland, Fifth Third Bank
- Gian Carlo Ramirez, Fifth Third Bank
- Gary Mele, Valley Bank
- Andrea Tyrell-Grant, TD Bank
- Angelines Stephens, Bank Untied
- Daniel Mazloum, Regions Bank
- Ned Thompson, Seacoast Bank
- Pamela Ramkalawan, TD Bank
- LaQuavial Pace, PBCHA Contracts and Procurement Manager
- Tad Fuller, PBCHA Chief Financial Officer