



**RFQ ADDENDUM #1**  
**Solicitation No. PBCHA-RFP-2026-11**

**DATE:** May 5, 2026  
**TO:** All Prospective Respondents  
**RE:** **Request for Proposals for HRIS-Payroll Services**

The following additions and/or modifications to the Request for Proposals (RFP) posted to PBCHA website and DemandStar website, on April 27, 2026, and will become part of the HRIS-Payroll Services. The RFP closing date will remain the same Tuesday, June 9, 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, May 5, 2026, at 10:00 a.m. at 3333 Forest Hill Blvd., West Palm Beach, FL 33406 and via Zoom.
2. All proposals are due on June 9, 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 proposal 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-2026-11  
Closing Date: June 9, 2026; 2:00 PM  
Title: HRIS-Payroll 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 (PBCHA) held a pre-proposal conference on May 5th to discuss their solicitation for payroll services, which includes a 3-year contract with two 1-year renewals. LaQuavial Pace, the Contracts and Procurement Manager, outlined key details including the submission deadline of June 9th at 2pm, the requirement for both electronic and hard copy submissions, and the need to address the solicitation to LaQuavial Pace at the specified address. The scope of work includes payroll administration for the Housing Authority and its affiliates, including biweekly processing, electronic record keeping, employee self-service portals, and submission of required documentation to Florida and Virginia state authorities. When asked about the budget, PBCHA indicated there was no set budget at this time but noted that historically the agency spends approximately \$15,000 to \$20,000 annually on payroll services.

## Next steps

- All proposers: Submit questions regarding the solicitation via email to the procurement address by June 1st at 2pm, clearly identifying the proposal name and number in the subject.
- All proposers: Submit one original and five copies of the proposal, along with a flash drive or email copy, to the specified address by June 9th at 2pm, ensuring the package is properly labeled with solicitation title, number, and addressed to LaQuavial Pace, Contracts and Procurement Manager.
- All proposers: Ensure all required attachments, including signed and initialed forms (including HUD forms and page 2 of the solicitation), are included with the proposal submission.
- All proposers: Mark any confidential materials in a separate envelope and clearly indicate confidentiality.
- All proposers: Ensure compliance with insurance, licensing, and identification/uniform requirements as specified in the solicitation.
- All proposers: Direct all questions and communications related to the solicitation to the procurement team, not to the CFO or other agency employees.

## Summary

### I. Palm Beach County Housing Authority HRIS-Payroll Services Solicitation

Palm Beach County Housing Authority held a meeting to discuss a solicitation for payroll services, which includes a 3-year contract with two 1-year renewals. The submission deadline is June 9th at 2pm, and proposals should be submitted via FedEx, mail, or hand delivery. The authority outlined key terms including debarment checks, contract renewal procedures, and change order processes, with a 60-day proposal retention period and requirement to disclose any conflicts of interest.

### II. Contractor Proposal Submission Requirements

Palm Beach County Housing Authority provided important requirements and instructions for contractors submitting proposals, including minimum insurance requirements, submission format details, and personnel guidelines for accessing properties. The submission deadline is set for June 9th at 2pm, with proposals to be delivered to 3333 Forest Hill Boulevard in West Palm Beach, clearly marked



with the solicitation title and number and addressed to LaQuavial Pace, Contracts and Procurement Manager. PBCHA emphasized the importance of following the specified proposal format to maximize scoring potential.

### **III. Payroll Services Procurement Schedule**

The PBCHA presented the procurement schedule for a payroll services solicitation, outlining key dates including a pre-proposal conference, question deadline, and submission deadline. They explained the evaluation criteria and point weight ranges, noting that Palm Beach County Housing Authority will negotiate all contracts. The PBCHA also provided guidance on submitting questions, handling confidential materials, and meeting license requirements, including the Palm Beach County business tax receipt for ongoing services.

### **IV. Palm Beach County Housing Authority Payroll Solicitation**

The meeting focused on discussing a payroll administration system solicitation for the Palm Beach County Housing Authority. LaQuavia Pace, Tad Fuller, and James Kijek introduced themselves and outlined the solicitation requirements, emphasizing the importance of reviewing the scoring criteria and including all necessary attachments. Vaishnavi Sharma inquired about the budget for the project, to which PBCHA responded that no specific budget was set, but historically the agency spent \$15,000 to \$20,000 annually on payroll services. The conversation ended with no additional questions from participants.

#### **Meeting Attendees**

Vaishnavi Sharma, COGENT Infotech Corporation  
Priyanka Sutrave, COGENT Infotech Corporation  
LaQuavial Pace, PBCHA Contracts and Procurement Manager  
James Kijek, Director of Procurement  
Tad Fuller, PBCHA Chief Financial Officer