



RFQ ADDENDUM #1
Solicitation No. PBCHA-RFP-2026-08

DATE: April 7, 2026

TO: All Prospective Respondents

RE: **Request for Proposals for Information Technology (IT) Managed Services**

The following additions and/or modifications to the Request for Proposals (RFP) posted to PBCHA website and DemandStar website, on March 30, 2026, and will become part of the IT Managed Services. The RFP closing date will remain the same Tuesday, May 12, 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 7, 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 12, 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 is soliciting written proposals from qualified, licensed, and insured firm(s) to perform Information Technology Managed Services for PBCHA and its affiliates.
5. Background. Ms. Pace provided a brief overview of the purpose of the agency's background.
6. Scope of Work. Please review this section in its entirety. All work shall comply with the conditions set forth in the Scope of Work.
7. Reservation of Rights. Please review this section in its entirety. The PBCHA reserves the right to reject and not consider any proposal(s) of which communication between a Respondent and a member of the PBCHA staff, its Resident or Board of Commissioners (BOC).
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. Payment. Please read this section in its entirety. PBCHA is a net 30 company which means your firm will be paid within 30 days of receipt of the invoice to the Accounting Department. PBCHA may take a 2% discount from an invoice if payment can be made within ten (10) days from receipt of a valid invoice.
11. Renewal of Contract. Please read this section in its entirety. If the PBCHA elects to exercise the option to renew the contract for an additional one-year period, the contract price(s) for the additional one year shall not exceed the contract price(s) of the original contract increased/decreased by more than the percentage increase/decrease of the CPI-U section of the Consumer Price Index of the United States Bureau of Labor Statistics for the latest twelve months for which statistics are available.
12. Termination for Cause and Termination for Convenience. Please read this section in its entirety.
13. 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.



14. Drug-Free and Smoke-Free Workplace. The PBCHA is a drug-free and smoke-free campus. Please read this section in its entirety.

15. Personnel. All personnel should be in company uniform and must sign in when arriving at PBCHA property.

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

Request for Proposals No. PBCHA-RFP-2026-08
Closing Date: May 12, 2026; 2:00 PM
Title: Information Technology (IT) Managed Services
Firm Name and Offeror's Authorized Contact Person: _____
Telephone number of Contact Person: _____
Name of Procurement Officer: LaQuavial Pace, Contracts and Procurement Manager

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. Failure to meet the threshold requirements of 70%/+ may result in rejection of the proposal.

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. Contractors must meet all minimum qualifications to be considered responsive. 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 conducted a pre-proposal conference for an information technology managed services contract, which includes a 3-year base term with two 1-year renewals. LaQuavia Pace, the Contract and Procurement Manager, led the meeting and outlined key requirements including submission instructions, evaluation criteria, and contract terms. The Authority manages approximately 700 housing units across seven properties and two scattered sites in Palm Beach County. During the meeting, Manoj from SamaraTech, LLC asked questions about cloud administration responsibilities and licensing, to which Pace clarified that the vendor would be responsible for full IT oversight as the Authority does not have an IT person on payroll. The conversation ended with an offer to schedule an in-person walkthrough for interested vendors next week, and participants were instructed to submit any remaining questions via email with the solicitation number and title included.

Next steps

- All interested vendors: Indicate in the chat if you wish to attend the scheduled IT site walkthrough next week.
- LaQuavia Pace/Procurement Team: Schedule an IT site walkthrough for all interested vendors next week and send out invitations.
- All vendors: Submit any questions regarding the solicitation via email to the designated address, ensuring to reference the solicitation number and title, at least 5 days before the proposal closing date.
- All vendors: Submit proposals (one original, five copies, and a digital flash drive) by May 12th at 2 o'clock, ensuring all required documentation, forms, and proof of insurance are included as specified.
- All vendors: Put company name and attendee name in the meeting chat for attendance tracking (if not already done).

Summary

I. IT Managed Services Pre-Proposal Meeting

Palm Beach County Housing Authority conducted a pre-proposal meeting for an Information Technology Managed Services contract with PBCHA and its affiliates. The contract would be for 3 years with two 1-year renewals, covering services for approximately 700 housing units across multiple properties in Palm Beach County. Key requirements discussed included insurance requirements, payment terms (net 30 days with potential 2% discount for early payment), and the need for proof of insurance to be submitted with proposals. The authority emphasized that minority-owned businesses are encouraged to submit proposals, and contracts cannot be assigned to other vendors without prior approval.



II. Cloud Services Pre-Proposal Conference

Palm conducted a pre-proposal conference for a cloud services contract, outlining submission requirements including the need for one original and five copies of proposals, due May 12th at 2 PM. The team discussed potential site walkthroughs for interested vendors, which will be scheduled for next week. Manoj from SamaraTech, LLC inquired about the scope of cloud administration responsibilities, with Palm clarifying that the vendor would be responsible for overseeing IT functions including cloud administration, cost management, and FinOps, as the agency does not have an IT person on payroll.

Meeting Attendees

Daniel Bejarano, Claro Enterprise Solutions
Chris Foster, TNET Technologies LLC
Jeronimo Mezzadra, Claro Enterprise Technologies
Erik Fuerte, American IT Department
Daphne Farrier, TNET Technologies LLC
Manoj Kumar, SmaraTech LLC
Jossette Gomez, TNET Technologies LLC
LaQuavial Pace, PBCHA Contracts and Procurement Manager
James Kijek, Director of Procurement
Tad Fuller, PBCHA Chief Financial Officer