



RFQ ADDENDUM #2
Solicitation No. PBCHA-RFP-2026-08

DATE: April 17, 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. Site Walkthrough 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: _____



SITE WALKTHROUGH MEETING MINUTES

Quick recap

This meeting was a walkthrough and discussion of the Palm Beach County Housing Authority's current IT systems and infrastructure. Tad Fuller, the CFO, and LaQuavial Pace, the Contractor Procurement Manager, provided an overview of the authority's seven sites including their central office and six rental property management offices. They discussed the current technology setup, including internet providers (Crown Castle and Comcast), phone systems (Gigtel), and software systems (Yardi, Microsoft 365, and Sophos firewall). The team reviewed security camera systems at four locations, which are funded through grants rather than HUD funds. They explained their current challenges with IT support, particularly password resets and system access issues, and described their procurement process for hardware replacements. The conversation ended with information about the ongoing RFP process and requirements for vendor references.

Next steps

- LaQuavial Pace: Post the meeting minutes and walkthrough information on the website by close of business Monday.
- All participants: Submit any remaining questions related to the RFP to procurement, as the point of silence will start after the walkthrough and all further questions must go through procurement.
- LaQuavial Pace: Answer and post an addendum addressing submitted questions as quickly as possible, aiming to complete them over the weekend.
- Tad Fuller (or relevant team member): Verify whether all camera systems are cloud-based and provide this information in response to the question raised during the walkthrough.
- Tad Fuller (or relevant team member): Determine if floor plans with wiring diagrams are available and provide this information as a follow-up to the question asked during the walkthrough.

Summary

I. Palm Beach County IT Systems Review

The meeting was a walkthrough of Palm Beach County Housing Authority's IT systems and facilities, led by Tad Fuller (CFO) and LaQuavial Pace (Contractor Procurement Manager). They discussed the authority's 7 sites, including their central office, and outlined their current technology infrastructure, which includes cloud-based systems, Microsoft 365, Yardi software, and various security measures. The team reviewed their internet providers, phone systems, copiers, and security cameras across locations, noting that only 4 sites currently have camera systems due to grant funding requirements. The discussion included details about their 135 workstations, 50 employees, and various IT support services, with plans to decommission older servers and continue upgrading equipment.

II. Technical Equipment and Facility Updates

LaQuavial discussed technical issues with equipment, including a CPU problem and copier maintenance. They explained the server room setup and demonstrated various office spaces, including conference rooms and a classroom. LaQuavial also mentioned the importance of maintaining a 12-year-old copier used for printing checks and noted some connection issues with internet access.



III. IT Needs and RFP Discussion

Palm discussed the organization's IT needs, including two hardwired Lululemon mirrors in their fitness area that are underutilized and monitored by their executive administrative assistant. The main IT challenges identified were password resets and system access issues, with some training needs around Microsoft products and server usage. Palm explained that the RFP is required due to government contractual obligations, with 3-year contracts requiring re-solicitation after 5 years and noted that phone systems and payroll systems are also being updated. The discussion concluded with information about the procurement process and reference requirements, with Palm requesting any remaining questions to be submitted promptly.

Meeting Attendees

Frank Huston, Essential Net
Jeronimo Mezzadra, US Claro
Brent Mattingly, Essential Net
Doug Kopezki, Pro Teknology
LaQuavial Pace, PBCHA Contracts and Procurement Manager
Tad Fuller, PBCHA Chief Financial Officer