

ADDENDUM 1

(please sign and return with the submittal)

VENDOR'S INQUIRIES AND CITY'S RESPONSES

Please make the following changes to the above-referenced solicitation:

Attachment (S) Price_Proposal_RFP_FY24-086-05_Tenant Background_Screening has been revised and replaced to reflect the reports required in the Limit Report. See Attached.

Section 6. Special Terms and Conditions, paragraph 6.43. Performance Bond or Irrevocable Standby Letter of Credit has been amended to the following:

6.43. Performance Bond Or Irrevocable Standby Letter Of Credit

Prior to commencement of work to be performed, Contractor shall provide, (and shall maintain during the term of this Contract), a performance bond or irrevocable standby letter of credit (a "Letter of Credit") to guarantee the full and faithful performance by Contractor of all the terms and conditions of this Contract and stand as security for payment by Contractor of all claims by the City. The required amount of the performance bond or letter of credit for this Contract is **\$60,000**. Contractor's failure to provide a performance bond or Letter of Credit under this Section shall be a material breach of this Contract.

If the security is in the form of a performance bond, the performance bond shall be issued in a form that is satisfactory to the City and must be issued by a surety company authorized to write surety business in Arizona. The surety company providing the performance bond must have an A.M. Best Rating of B+ VI or better for the past four quarters.

If the security is in the form of a Letter of Credit, the Letter of Credit shall be issued by a local financial institution in the Phoenix metropolitan area in a form that is satisfactory to the City, and the City must be able to draw upon the Letter of Credit at any of the financial institution's counters in the Phoenix metropolitan area. If a Letter of Credit is obtained, then unless City receives a written extension of that Letter of Credit in a form acceptable to the City at least 60 days before the end of the term of such letter of credit, the City, without notice to Contractor, may draw upon the full amount of that Letter of Credit and retain all proceeds as a cash security pursuant.

QUESTIONS AND ANSWERS:

Note: Spelling, grammar, and punctuation of the questions are shown exactly as submitted by the potential respondents.

No.	Question	Answer
1.	I have a question regarding the price list page. I see the 3 different groups packages. The products listed in Group 1 Complete Report and Group 2 limited are the same	See Changes for the updated Price Sheet listed under Vendor's inquires and City's Responses

	products. Are you just looking for the individual product pricing and your agency will pick which products it requires for limited or are the packages different?	
2.	Does the email need to be encrypted?	No
3.	Under scope of work, section 3.1 B: Can you elaborate more on offense alert arrest records? (Ex. Fingerprinting or database arrest records?... also how they are used with FCRA guidelines for screening and is it a requirement?)	It is not a requirement and can be used to establish a pattern. The HCV program does not use or need real-time arrest records.
4.	What is your Housing software? (Ex. Emphasys, Yardi, etc)	Emphasys
5.	For Contractor staff screening, does E-Verify satisfy this requirement? If not, can you provide more details?	It depends, you need to make sure to read and comply with all the background requirements in paragraphs 6.23-6.27
6.	Do you require a performance bond and if so, how much do you require?	The amount is \$60,000.

The balance of the specifications and instructions remain the same. Bidder must acknowledge receipt and acceptance of this addendum by signing below and returning the entire addendum with the bid or proposal submittal.

Name of Company: _____

Address: _____

Authorized Signature: _____

Print Name and Title: _____