

ADDENDUM NUMBER 1

October 24, 2018

RFP 2018-102 – Banking Services

Fort Worth Housing Solutions
Procurement Department
300 South Beach Street
Fort Worth, TX 71605

Note: The proposals are received but not publicly opened.

Receipt of this Addendum is to be acknowledged by the Respondent by signing, dating and submitting with the proposal. Failure to do so may render the proposal non-responsive.

The following revisions, clarifications, additions and/or deletions are included in this Addendum No. 1 to subject RFP and are to be fully incorporated into each respondent's submission for work solicited therein.

Respondent acknowledges receipt of Addendum: _____
Respondent's Signature Date

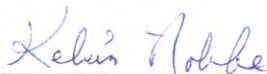
The Proposal Due Date has changed from November 6, 2018 at 10:00 a.m. C.S.T. to November 20 at 10:00 a.m. C.S.T.

1. Extension of the “**QUESTIONS DUE DATE**” has changed from October 24, 2018 @ 10:00 am C.S.T. to November 1, 2018 @ 10:00 am C.S.T.
2. Explanation of Section 3 Forms Attached (**Exhibit 1**)
3. Please view two links below to assist in finding M/WBE firms in Texas:

<https://comptroller.texas.gov/purchasing/vendor/hub/>

http://www.nctrca.org/index.php?option=com_content&view=article&id=49&Itemid=62

***** END OF ADDENDUM NO. 1 *****



Kelvin Noble
Director of Procurement

Exhibit 1- FWHS - Explanation of Section 3 Forms

FORMS – TIME OF BID

The following forms are submitted at the time of bid to document efforts to comply with Section 3.

FWHS Form S3-1 – Section 3 Compliance Plan. This form is used to describe the efforts the contractor will take in order to comply with FWHS’s Section 3 Hiring and Contracting goals.

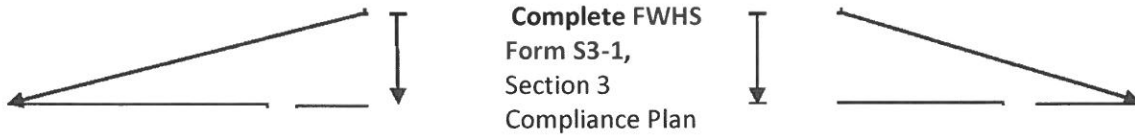
FWHS Form S3-2 – Certification for Section 3 Business Concerns (if applicable). This form must be filled out by each contractor claiming to be a Section 3 business concern. The form must be accompanied by supporting documentation of the businesses’ eligibility. Additionally, contractors must obtain this form and supporting documentation from each of their subcontractors claiming to be a Section 3 business concern.

FWHS Form S3-4 – Hiring Plan (if applicable). This form must be submitted if the contractor denotes in FWHS Form S3-1 that they intend to subcontract at least 10% of the total dollar amount of the contract (for building trade contracts) or 3% of the total dollar amount of the contract (for non-building trade contracts), to Section 3 business concerns. This form must also be submitted when a contractor claims Section 3 business concern status on FWHS Form S3-2 due to subcontracting more than 25 percent of the dollar amount of the contract to qualified Section 3 business concerns. This form lists each subcontractor that is anticipated to be used on the project and requests Section 3 and other criteria relevant to the award of the subcontracts.

FWHS Form S3-5 – Existing Employee List (if applicable). This form is used in conjunction with FWHS Form S3-2 to identify all contractor/subcontractor employees when a company is claiming Section 3 business concern status due to 30% of the company’s employees being Section 3 residents.

FWHS Form S3-6 – Certification for Section 3 Residents (if applicable). This form must be collected for current contractor or subcontractor employees when a business is claiming Section 3 business concern status due to 30% of its employees being Section 3 residents. The contractor or subcontractor will retain the form in their files.

Flow Chart for Section 3 Submission Requirements at Time of Bid



Attach a narrative description as outlined in Part IV of the Section 3 Compliance Plan (FWHS Form S3-1).

If you indicate in Part III of the Section 3 Compliance Plan (FWHS Form S3-1) that your organization anticipates needing to hire new employees to complete the project, **complete** FWHS Form S3-4.

If you indicate in Part I of the Section 3 Compliance Plan (FWHS Form S3-1) that your organization is a Section 3 business concern, **submit** FWHS Form S3-2, Certification for Section 3

Business Concerns.

If you indicate in Part II of the your organization will of the contract (for building the contract (for non-building concerns, **submit** FWHS Form S3-2, Certification for subcontractor as well as the information in your files.

Section 3 Compliance Plan (FWHS Form S3-1) that subcontract at least 10% of the total dollar amount of trade contracts), or 3% of the total dollar amount of trade contracts), to qualifying Section 3 business concerns, **submit** FWHS Form S3-2, Certification for Section 3 Business Concerns, from each required supporting documentation, and retain this