

ADDENDUM NO. 1

March 23, 2021

REQUESTS FOR PROPOSALS (RFP) FEE ACCOUNTING SERVICES

Notice to: Prospective Submitters

This addendum containing the following additions, clarifications, and/or changes, is issued prior to receipt of proposals and does hereby become part of the original Request for Proposal and documents and supersedes the original Request for Proposals and documents in case of conflict. Acknowledgement of this addendum will be included on your Request for Proposals Cover Sheet submitted with your proposal.

Section 2.0 E INSTRUCTIONS TO OFFERORS – (Page 5)

The following language has been changed from:

(The proposal shall be delivered to the address above by **4:00 pm on March 31, 2021.**

Responses not received by the HAJP by the closing date and time indicated above will not be accepted. The closing date and time and the RFP number referenced above shall appear on the outside of the sealed envelope. **A duly executed and signed copy of Appendix A & B of this RFP document must accompany your response.** The HAJP will not be responsible for and will not accept late proposals due to delayed mail delivery or courier services.)

To correctly state:

(The proposal shall be delivered to the address above by **4:00 pm on April 9, 2021.** Responses not received by the HAJP by the closing date and time indicated above will not be accepted. The closing date and time and the RFP number referenced above shall appear on the outside of the sealed envelope. **A duly executed and signed copy of PROPOSED FEES AND CERTIFICATION FOR ACCOUNTING SERVICES of this RFP document must accompany your response.** The HAJP will not be responsible for and will not accept late proposals due to delayed mail delivery or courier services)

Section 5.0 TIMELINE – (Page 2)

The following language has been changed from:

1. Release of Request for Proposal: March 3, 2021
2. Deadline for Submission of Questions: March 15, 2021 at 4:00 pm; questions must be in form of fax or email to Teri Rouzan, email trouzan@hajp.org.
3. Deadline for Proposals: March 31, 2021 at 4:00 pm.
4. Tentative Date for Awarding Contract: April 16, 2021.

To correctly state:

1. Release of Request for Proposal: March 3, 2021
2. Deadline for Submission of Questions: March 31, 2021 at 4:00 pm; questions must be in form of fax or email to Teri Rouzan, email trouzan@hajp.org.
3. Deadline for Proposals: April 9, 2021 at 4:00 pm.
4. Tentative Date for Awarding Contract: April 16, 2021.

Section 9.0 E REQUIRED FORMATS OF PROPOSALS – (Page 9)

The following language has been changed from:

The Cost/Fee Proposal must provide costs for services as required in Scope of Services. Proposals must detail all costs and any one-time or on-going costs plus a detailed costs structure to the HAJP. The cost proposal should contain all pricing information relative to performing the services as described in this request for proposals. The total all-inclusive maximum price to be proposed is to contain all direct and indirect costs including all out-of pocket expenses. ***CONTRACTOR must complete Appendix A – Proposed Fees and Certification for Accounting Services.***

To correctly state:

The Cost/Fee Proposal must provide costs for services as required in Scope of Services. Proposals must detail all costs and any one-time or on-going costs plus a detailed costs structure to the HAJP. The cost proposal should contain all pricing information relative to performing the services as described in this request for proposals. The total all-inclusive maximum price to be proposed is to contain all direct and indirect costs including all out-of pocket expenses. ***CONTRACTOR must complete the Proposed Fees and Certification for Accounting Services.***