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**ADDENDUM ONE (1) CHANGE IN SUBMISSION DEADLINE AND SCOPE**

**DATE:** September 26, 2018  
**TO:** All Bidders  
**FROM:** Martha Groomster, Procurement/Contract Administrator  
**RE:** Addendum for Request for Proposal Number 2018-19

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**Submission Deadline**

- **Amendment to Part II SUPPLEMENTAL INSTRUCTIONS TO RESPONDENTS Section 2.1 SUBMISSION OF PROPOSALS**

**Scope of Services**

- **Amendment to Part IV Scope of Services**

**Part II SUPPLEMENTAL INSTRUCTIONS TO RESPONDENTS; Section 2.1 SUBMISSION OF PROPOSALS** is amended as follows:

Respondents should submit **one (1) original and three (3) copies** of their proposal, dated and signed by an authorized official of the company. Proposals must be submitted in a *sealed envelope* that shows the firm's name and address, and **clearly** written on the outside of the sealed envelope must be the words "**FINANCIAL CONSULTING SERVICES RFP (2018-19) – DEADLINE Friday, October 26, 2018 @ 3:00 p.m. (CST)**".

**Part IV** Scope of Services is amended to add the following:

The Financial Consultant will assist MHA in **the financial operations of the agency to include but are not limited** to creating and maintaining development budgets, cash flow and disbursement schedules, an operating budget, overall tax credit analyses and related financial analyst services for various Mixed-Finance, Real Estate transactions.

Review monthly income and expense statements for mixed finance development and provide technical assistance.