



## Solicitation Amendment No. 1

<b>To: Prospective Proposers/Offeror:</b>		<b>Date:</b>	
Prospective Proposers		August 02, 2021	
<b>Project Title:</b>		<b>Project No.:</b>	
Third Party Retirement Plan Administration Services		RFP 21-32	
<p>Description of Solicitation Amendment: The Request for Quote (Project RFP 21-32) is hereby amended as set forth below:</p> <ol style="list-style-type: none"> <li>To change Proposals Due No Later Than August 31, 2021 by 2:00 p.m. (local time) to August 24, 2021 by 2:00 p.m. (local time) - Page number 1 "Cover Page" is hereby replaced in its entirety, refer to the attached revised copy.</li> <li>To change Pre Submittal WebEx Meeting schedule date from 10:00 a.m., Tuesday August 10, 2021 to 10:00 a.m., Thursday August 05, 2021- page number 4 is hereby replaced in its entirety, with the attached revised copy.</li> <li>Page No. 39 "EXHIBIT NO. 1" Sample HCC Form Services Agreement is hereby replaced in its entirety, with the attached revised copy.</li> </ol> <p>Please visit our website at <a href="https://www.hccs.edu/about-hcc/procurement/">https://www.hccs.edu/about-hcc/procurement/</a></p> <p>Except as provided herein, all terms and conditions of the solicitation remain unchanged and in full force and effect.</p>			
<b>Acknowledgement of Amendment No. by:</b>		<b>Date:</b>	
<b>Company Name (Bidder/Offeror):</b>			
<b>Signed by:</b>			
<b>Name (Type or Print):</b>		<b>Title:</b>	

(REVISED)

HOUSTON COMMUNITY COLLEGE SYSTEM

REQUEST FOR PROPOSAL  
(SERVICES)

THIRD PARTY RETIREMENT PLAN  
ADMINISTRATION SERVICES

RFP NO.: 21-32

ISSUED BY:

Procurement Operations Department

FOR:

Talent Engagement Department

PROCUREMENT OFFICER:

Yasmeen Hasan- Sr. Buyer

Telephone: (713) 718-7604

E-mail: Yasmeen.hasan@hccs.edu

PROPOSALS ARE DUE AT THE ADDRESS SHOWN BELOW

NO LATER THAN:

August 24, 2021 by 2:00 p.m. (local time)

at

Houston Community College

3100 Main Street

Houston, Texas 77002

RFP 21-32 – Third Party Retirement Plan Administration Services

Visit the [HCC Procurement Operations Department website](#) to get more information on this and other business opportunities. While at our website we invite you to [Register as a Vendor](#), if already registered, please confirm your contact information is current.

(REVISED)  
HOUSTON COMMUNITY COLLEGE  
RFP 21-32 – Third Party Retirement Plan Administration Services

PRE SUBMITTAL WEBEX MEETING 10:00 a.m., TUESDAY AUGUST 05, 2021

**When it's time, join your WebEx meeting here.**

## JOIN MEETING

### More ways to join:

#### Join from the meeting link

<https://hccs.webex.com/hccs/j.php?MTID=md66a8d3a0e444b1810f8ea3fbe4c3448>

#### Join by meeting number

Meeting number (access code): 1201 53 6446

Meeting password: kW35qmxkZZ3

#### Tap to join from a mobile device (attendees only)

[+1-415-655-0003](tel:+14156550003), [1201536446##](tel:+1201536446) United States Toll

[+1-469-210-7159](tel:+14692107159), [1201536446##](tel:+1201536446) United States Toll (Dallas)

#### Join by phone

+1-415-655-0003 United States Toll

+1-469-210-7159 United States Toll (Dallas)

[Global call-in numbers](#)

#### Join from a video system or application

Dial [1201536446@hccs.webex.com](mailto:1201536446@hccs.webex.com)

You can also dial 173.243.2.68 and enter your meeting number.

#### Join using Microsoft Lync or Microsoft Skype for Business

Dial [1201536446.hccs@lync.webex.com](mailto:1201536446.hccs@lync.webex.com)

If you are a host, [click here](#) to view host information.

Need help? Go to <https://help.webex.com>

(REVISED)

EXHIBIT NO. 1



Sample HCC Form Services Agreement

This Agreement (the "Agreement") is made and entered into by and between HOUSTON COMMUNITY COLLEGE, a public community college district organized under Chapter 130 of the Texas Education Code, whose main office address is at 3100 Main Street, Houston, Texas 77002 ("College"), for and on behalf of the (PUT THE HCC DEPARTMENT RECEIVING THE SERVICES HERE) ("DEPARTMENT"), and PUT THE NAME OF THE CONTRACTOR HERE (AS PROVIDED ON THEIR CONTRACT AWARD FORM) with its principal place of business at PUT THE CONTRACTOR'S ADDRESS HERE ("Contractor"). This AGREEMENT made effective upon final execution date by and between College and Contractor ("Effective Date").

**Order of Precedence:** If there is a conflict between or among the provisions of this Agreement, the order of precedence is as follows: 1) these terms and conditions, 2) the original HCC solicitation including all amendments and Q & A, 3) the Contractor's proposal response to the HCC solicitation (as amended) and including any clarifications or Best and Final Offer.

College and Contractor hereby agree as follows:

1. **Contractor Services.**

Contractor will provide the services as set forth in **Exhibit A**, (the "Statement of Work"), attached hereto and incorporated for all purposes ("the Services"), to the satisfaction of College.

2. **Compensation.**

As consideration for the Services satisfactorily provided and/or performed by the Contractor, College will pay the Contractor an amount not to exceed the hourly fees as provided within **Exhibit B ("Fee")** during the Term. The Fee may otherwise be less than fees in **Exhibit B** in the event of certain conditions as set forth in this Agreement such as early termination of this Agreement or any other provision of this Contract that affects the Fee. The College agrees to pay Contractor based upon the rates as set forth on **Exhibit B** for each respective position listed, times the number of hours of service actually performed. Payment for services performed will be processed within thirty (30) days of receipt and approval of invoice. Notwithstanding anything contained herein, no payment of amounts owed hereunder shall be considered past due or not paid when due except in accordance with Section 2251.021 of the Texas Government Code.

**Invoicing:**

Upon completion of a phase (deliverable, task, item, etc) in a manner acceptance by College, Contractor will submit an invoice setting forth amounts due to Contractor. Each invoice will be accompanied by documentation that College may reasonably request to support the invoice amount. College will, within thirty (30) days from the date it receives an invoice and supporting documentation, approve or disapprove the amount reflected in the invoice. If College approves the amount or any portion of the amount, College will promptly pay to Contractor the amount approved so long as Contractor is not in default under this Agreement. If College disapproves any invoice amount, College will give Contractor specific reasons for its disapproval in writing. Contractor will submit invoices to College as follows:

HOUSTON COMMUNITY COLLEGE - PRIMARY INVOICE  
ACCOUNTS PAYABLE DEPARTMENT