

## Solicitation Amendment No. 001

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<b>To: Prospective Bidder/Offeror:</b>	<b>Date:</b>
Prospective Proposers	March 20, 2019
<b>Project Title:</b>	<b>Project No.:</b>
External Auditing Services	RFQ 19-23

Given that the External Auditor is an independent and objective party retained to provide advice to the HCC Board, and will report directly to the HCC Board pursuant to HCC's Board Bylaws, HCC has determined that it is in the best interest of both HCC and the perspective firms to include the HCC Board in the selection process of potential firms being considered under this RFQ.

This RFQ is seeking professional services, as defined under Texas Government Code Section 2254.002. Accordingly, the selection of the service provider shall, as set forth in the RFQ and as required by applicable law, be based on qualifications and demonstrated competence. To this end, the Request For Qualification (Project RFQ No. 19-23) is hereby amended as set forth below:

**Section 2, Paragraph 1 is hereby amended as follows:**

An Evaluation Committee ("Committee") will conduct a preliminary review of all statements of qualifications to determine which proposers have qualified for consideration according to the criteria stated in the Request for Qualifications (Project RFQ No. 19-23). The Committee's preliminary evaluations will be based on all available information, including qualification statements, subsequent interviews, if necessary, reports, discussions, reference checks, and other appropriate checks. The highest rated proposer(s) evaluated by the Committee may be invited to make an oral presentation of their written proposal to the Committee. Following the Committee's preliminary evaluation, and based on the results of such preliminary evaluation in accordance with the scoring criteria set forth in the Request for Qualifications (Project RFQ No. 19-23), the Committee will recommend the top two (2) scoring finalist firms, who will advance to a final evaluation phase to be conducted by members of the HCC Board of Trustees.

In the final phase of evaluations, the finalist firms will be evaluated by members of the HCC Board of Trustees, and finalists may be required to make additional presentations to or participate in interviews with members of the HCC Board of Trustees. In the event such final evaluations, presentations or interviews involve a quorum or full committee of the Board of Trustees, such final evaluations, presentations or interviews will, as required by the Texas Open Meetings Act and Board Bylaws, occur during a duly called and posted public meeting.

In order to protect the integrity of the process, and to ensure, for the benefit of both HCC and prospective vendors, that the final evaluation of the finalist firms is conducted in a fair and impartial manner, the Committee's preliminary evaluations, scores or rankings of firms, including those of the finalist firms, will not be provided to the Board of Trustees prior to contract award. However, all information submitted to HCC by each finalist firm will be provided to the Trustees as part of the final phase of the evaluation and selection process.

The final evaluation and selection of the External Auditing firm determined to be the most highly qualified and competent candidate will be at the sole discretion and determination of the HCC Board of Trustees.

HCC's policies regarding Prohibited Communications remains in full force and effect. Except as requested in the context and forum of a formally scheduled presentation or interview with HCC Trustees under this RFQ process, a proposer will not be eligible for an award if a proposer, or any employee, agent or representative of a proposer, engages in or attempts to engage in prohibited communications (as further defined in RFQ 19-23 Section 4.17).

Except as provided herein, all terms and conditions of the solicitation remain unchanged and in full force and effect.

<b>Company Name (Bidder/Offeror):</b>	
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<b>Signed by:</b>	<b>Date:</b>

<b>Name (Type or Print):</b>	<b>Title:</b>