



COMMONWEALTH OF VIRGINIA

# County of Henrico

DEPARTMENT OF FINANCE

Oscar Knott, CPP, CPPO, VCO

Purchasing Director

## Addendum No. 1

**Date:** July 13, 2023  
**Request for Proposal:** 23-2553-6JOK – Home Purchase Assistance Program  
**Receipt Date/Time:** July 20, 2023 at 11:00 a.m. (UNCHANGED)  
**Subject:** General Requirements Revisions and General Contract Terms and Conditions Revision

Ladies/Gentlemen,

Please make the following corrections, deletions and/or additions to the above referenced RFP:

1. Section II – Scope of Services, Item A – General Requirements, add the following language after sub item 10:  
*The Successful Offeror shall comply with all applicable federal lending laws, including but not limited to, the Truth in Lending Act (“TILA”). The Successful Offeror may be required to provide a TILA Disclosure to each homebuyer.*
2. Section II – Scope of Services, add Item C below:  
*C. Home Purchase Assistance Program – Policy and Procedure Manual  
The Successful Offeror shall conduct the program in accordance with DCR’s Policy and Procedure Manual developed for the Home Purchase Assistance Program. DCR’s Policy and Procedure Manual will minimally outline how the program shall be administered.*
3. Section II – Scope of Services, add Item D below:  
*D. Cooperative Procurement – Use by Other Public Bodies  
When the services of the Successful Offeror are utilized by other public bodies under the resulting contract of this RFP, the Successful Offeror shall conduct the program in accordance with the public body’s policies and procedures developed for their home purchase assistance program.*
4. Section II – Scope of Services, add Item E below:  
*E. Scope of Services after Year 5  
No loan applications may be accepted or processed after the fifth year of the contract or beginning in the first fiscal year after the County ceases to offer the program, whichever happens first. Beginning in the sixth year of the contract or beginning in the first fiscal year after the County ceases to offer the program, whichever happens first, the scope of services will be modified for the remainder of the contract period. Specifically, beginning in the sixth year of the contract or beginning in the first fiscal year after the County ceases to offer the program, whichever happens first, the Successful Offeror will only be obligated to perform the services detailed in Section II, Items B(6), B(7), and B(13). Notwithstanding the foregoing, beginning in the sixth year of the contract or beginning in the first fiscal year after the County ceases to offer the program, whichever happens first, County personnel may assume the performance of certain*

*services that the Successful Offeror had performed; the Successful Offeror will fully cooperate with such County personnel to accomplish a smooth and orderly transition during that period.*

5. Section V – General Contract Terms and Conditions, Item DD(2), delete and replace with the following:  
*2. The contract may be renewed for nine additional one-year periods upon the sole discretion of the County at a price not to exceed 3% above the previous year's prices unless written approval is given by the Purchasing Director.*
6. Section V- General Contract Terms and Conditions, Item DD(4), delete and replace with the following:  
*4. The contract shall not exceed a maximum of ten years.*

All other specifications and General Contract Terms and Conditions shall remain the same.

Offerors must take due notice and be governed accordingly. Failure to acknowledge this addendum may result in your proposal being declared non-responsive.

Sincerely,

Oscar Knott, CPP, CPPO, VCO  
Purchasing Director  
[Kno008@henrico.us](mailto:Kno008@henrico.us)

**ACKNOWLEDGEMENT:**

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Company: \_\_\_\_\_

Date: \_\_\_\_\_