

**Addendum #1
September 3, 2020**

RFP 20-1013

Retail Lock Box Services

**Housing Authority of Kansas City
920 Main Street, Suite 701
Kansas City, MO 64105**

NOTICE TO ALL RESPONDENTS

The following addendum to the Request for Proposal comprises this addendum and is hereby made part of the RFP.

Additional information is provided below in response to questions for this project:

- 1) Approximately how many payments are there monthly?
 - a. *Between 900 and 1,000.*
- 2) Do they all come within the same week or are they distributed throughout the month?
 - a. *Throughout the month but almost 90 to 95% during the first 10 days.*
- 3) Is the HAKC open to a PO Box in Nashville, TN with work performed in Nashville?
 - a. *We are open, as long as it does not have an impact on the collection time.*
- 4) Are there any credit card payments?
 - a. *Yes, which is for online payments.*
- 5) If the payments do not come with remittance, which would allow us to provide a posting file for your AR system, how does HAKC expect to get the payments posted to the accounting system?
 - a. *Show it as an exception, and we will post to the correct tenant account.*

There are no other changes at this time.

This written response is being submitted to the Housing Authority of Kansas City, Missouri in conjunction with the Request for Proposal (RFP) 20-1013 dated August 21, 2020.

I hereby represent that I am a duly authorized agent for the company identified below, AND THAT I HAVE RECEIVED THE ADDENDUM #1.

Company: _____

Authorized Signatory: _____

Printed Name

Title: _____

Signature: _____

Date: _____

NOTE: THIS COVER PAGE MUST BE ATTACHED TO THE WRITTEN BID SUBMITTED IN RESPONSE TO THIS RFP.