

## 2011 Technical Assistance RFQ Q&A

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*Question:*

1) I had one question about the below RFQ. Are you looking for a team of consultants or individual consultants to perform the necessary work? Thanks!

*Answer:*

- HHAC is looking for eligible, experienced professionals to complete specific tasks. We will consider cost, capacity and experience when granting work assignments. In that realm, both a team and individual consultants will be considered.

*Question:*

- 2)
- a) Does HHAC expect applicants to propose services in more than one service area?
  - b) Does HHAC have an expectation of how many TAPs they will select to enter into contract with, through this RFQ?
  - c) How much funding is available for this initiative?

*Answer:*

- HHAC expects applicants to propose services in areas that they have expertise in.
- There are no expectations of how many TAPs will be selected under this RFQ. We will try to enter in to contract with those firms, individuals and companies who have the most experience in a service area and offer competitive rates or fees.
- HHAC is allowed to spend 2% of its yearly allocation of \$30 million, which was allocated in the State Budget for SFY '11-'12, on technical assistance. Payment for services is only made when a work assignment is granted and is satisfactorily completed by a TAP.

*Question:*

3) Is there an allowable % rate increase/year? and (2) If we are not subcontracting at this time, should we complete the Subcontracting Utilization Form or simply write N/A, or what?

*Answer:*

- Applicants may develop their rate schedule with any increases built in. There is nothing in the RFQ which stipulates a rate increase must be included.

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- All forms must be completed. If a form is not applicable, N/A may be used.

*Question:*

4) May a prospective Technical Assistance Provider apply for **one** of the items under Part VII, Technical Assistance Areas:

- 3) Organizational Capacity
  - a. Housing Operations/Asset Management
  - b. Agency Operations
  - c. Supportive Services

For example, may an application be submitted for only 3) a., b., or c., or must a potential Technical Assistance Provider apply for all items in the Organizational Capacity Technical Assistance Area?

*Answer:*

- An applicant may propose service delivery in only one of those areas.

*Question:*

5)

1. Do you intend to award a single contract for Architectural/Engineering services, or will you issue separate contracts for Cost Estimating and Energy/Water Auditing?
2. Will you be utilizing multiple firms within the same Region?
3. Will the selected firms be able to opt out of specific projects when they arise?

*Answer:*

- A single contract will be awarded and would include all services that an applicant proposes to provide.
- It is possible that HHAC will utilize multiple firms in the same region.
- A selected firm or individual would effectively be on HHAC's TA list. When a need arises, HHAC Project Managers would reach out to our TA providers (TAPs) about a potential work assignment. At that point, TAPS may either accept the assignment or decline. If accepted, it is expected that the selected firm or individual will complete the task

*Question:*

6) What is the maximum value of the contract?

*Answer:*

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- There is no maximum value placed on the contract. As long as there is a need and the selected firm or individual has the capacity to complete a given task, work assignments will be made.