

MEMO

To: All Interested Parties
From: Nancy Tierney, Programs Manager
Date: March 13, 2015
Subject: Addendum # 1 to RFP for HOME Program Policy and Procedures Manual Consulting Services

On February 23, 2015, Rhode Island Housing posted an RFP for consulting services to develop a HOME Program Policies and Procedures Manual. Written inquiries with respect to the RFP were permitted through March 15, 2015.

This addendum responds to all questions received by the close of business on Friday, March 13, 2015.

Q: The RFP provides a due date of March 15th. We assume given this is a Sunday, the due date is actually March 16th. Please confirm.

A: The due date was changed to Wed., March 18. We apologize if that was not made clear in the RFP.

Q: Does the scope of the RFP involve any coordination or work with the Rhode Island Department of Administration? If yes, please provide a description of what is expected.

A: No coordination will be necessary with any other organization.

Q: While we realize the scope of work includes an inventory of the current Rhode Island Housing HOME policies and procedures, it would be helpful to see existing HOME policies and procedures, tools, etc. Is this possible to provide electronically?

A: We currently are dealing with a time-sensitive issue; because of that it is unlikely that electronic files will be forwarded or posted in advance of the RFP deadline.

Q: Are there any terms and Conditions attached to this RFP that will require bidder's review and acceptance prior to any award?

A: None

Q: Is a Bid Bond required for this bid?

A: No bid bond is required.

Q: The RFP calls for the submission of an original and three copies on the due date of March, 18, 2015, requires. Would you also consider an electronic submission or is it hard copies only by 5:00 PM on 3/18?

A: We require hard copies delivered by the deadline date and time.

Q: I would like to confirm that I can respond as a sole proprietor. Does RIH require corporate entities?

A: All qualified entities are encouraged to respond

Q: The RFP indicates the policy and procedures are for internal staff use. Do you expect the manual to also be available and used by the entities you fund as well?

A: The manual will primarily be used as a staff reference. If there are sections that can be extracted for use in training sessions or one on one technical assistance sessions with funded entities, then we would be happy to use it in that capacity as well. The essential function will be to develop and document procedures for our compliance as a PJ, however.

Q: The best practices task refers to a representative sample of other states. Did you have a specific number or list of states, or is this left to the consultant to propose?

A: We do not have a database of other states' policies and procedures. We are hopeful that the consultant will be familiar with some positive examples. If none are readily available, then a percent of high performing agencies could be sampled and/or a percent of agencies that receive the small state minimum. We have no set number in mind.

Q: After reading the Annual Plan and recent funding RFP, it appears you fund primarily rental and homebuyer, but the Annual Plan also includes owner-occupied rehab and TBRA activities as low priorities. Do you fund these activities, and, more importantly for my proposal, do you expect to have the policies and procedures manual cover these two additional activities?

A: We have not funded those activities for many years. They are eligible activities, but we do not anticipate using HOME funds for them and, therefore, we do not expect the manual to cover those activities.

Q: I noticed that your website has a developer handbook. Do you anticipate the need to update this as part of the engagement?

A: Most likely, if any updates to the handbook are required, we will take care of those internally. But, they are not to be included in this scope of work.

Q: Do you have a budget for this contract/work?

A: We expect respondents to include a budget with their proposals. We have no pre-set amount or "not to exceed" limit. The proposed fee structure is one of the criteria which will be used in the evaluation process.

Q: Items to be included in the proposal did not include a work plan, which was mentioned latter. We assume you want a work plan. Where would it fit in to the items? What do you want the work plan to include?

A: The proposal is the intended work plan--how would the consultant carry out the scope of work for each of the project components? The other items are to be included with the proposal, i.e. the proposed work plan.

Q: What is the relationship between the proposed manual and the existing RI Housing guidelines for development? The latter is titled "Developers Handbook" and located at <http://www.rhodeislandhousing.org/sp.cfm?pageid=570> on RI Housing web site. It appears that these existing guidelines are comprehensive in nature and can include reference to HOME throughout. Is RIH looking for revision of parts of all these guidelines or a stand alone manual for HOME?

A: The purpose of the contract will be to develop a stand alone manual for the HOME program. The Handbook includes several other programs administered by our agency and any revisions that are required will be handled internally.

Q: We wondered about your procedure: will you distribute questions and answers to all identified bidders/questioners?

A: We hope to post an addendum on our website Friday afternoon which will list the questions and answers to date. There will be no further information included, just the questions and answers will be made available for any interested. We also will email the addendum to all identified bidders. Since there may be interested bidders that have not identified themselves, we are posting the addendum on our web site at the time we send out the email to identified parties.