



STATE OF MICHIGAN

MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY  
LANSING

RICK SNYDER  
GOVERNOR

SCOTT WOOSLEY, CFA  
EXECUTIVE DIRECTOR

## **Tenant Rental Assistance Certification System (TRACS)**

### **RFP – Q & A**

*As of February 13, 2013*

**Question 1: Does the Contractor have to have an office in the State of Michigan or specifically in the county of service?**

Since MSHDA's central office is located in Ingham County and the work being performed is statewide, we would prefer the Prospective Contractor to have an office in Ingham County.

**Question 2: Which county is considered the "county of service"?**

See the response to the above question.

**Question 3: Is the Contractor required to perform services under this RFP in the designated Michigan office?**

Although an office in Michigan is preferred and will be given a higher score, the applicant may elect not to maintain an office in Michigan, provided the applicant will assign specific staff to the MSHDA portfolio that will be knowledgeable and may be directly contacted by MSHDA staff for all matters regarding performance of the contract duties.

**Question 4: How many Regular Vacancy Special Claims does your agency receive on average per month?**

Based on the number of claims received in 2012, MSHDA processes an average of 168 regular vacancy special claims each month.

**Question 5: What are the current staffing levels used to perform the services outlined in the RFP?**

Prospective Contractors will need to prepare and submit a proposal that demonstrates the applicable experience, and administrative and staffing capacity of their agency to perform the services outlined in the RFP, irrelative to the current staffing levels for MSHDA or subcontractors.

**Question 6: What is the current project size in terms of number of contracts and number of units?**

The portfolio is currently 176 properties totaling 26,850 units.