



STATE OF MICHIGAN

MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY
LANSING

RICK SNYDER
GOVERNOR

EARL J. POLESKI
EXECUTIVE DIRECTOR

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Q/A for RFP: Housing Education Counselors to Address Pre- and Post- Purchase Needs of Michigan Residents

1a) Exhibit C, section A, #9; Does your company have experience working with the State of Michigan? If yes, please provide a list of contracts you hold or have held with the State for the last 10 years.

On our Schedule B section of our audit financial statements it breaks down all of our federal awards and list of programs. It has a section for State and Local Programs so that is easy for me to pull the MSHDA grants we have received.

The first section prior to the state and local programs the report breaks down federal funders like Department of HUD and lists grants passed through MSHDA. It also list grants passed through State of Michigan DHHS.

Do we include these awards in the list grants received under this section?

1b) Exhibit C, Proposal Format, A. Company Background, #9 asks about experience working with the State of Michigan, if yes please provide a list of the contracts you hold or have held with the State for the last 10 years. Does this include grant agreements? If yes, does it include HEP grant contracts? I am predicting we have at least 25 grant agreements in the last 10 years. Do you want us to list them all?

1c) In Exhibit C, Letter A #9, the question asks if our company has experience working with the State of Michigan. By State of Michigan do you mean MSHDA?

1d) In EXHIBIT C Proposal Format, we had questions on A. 9. "If Yes, please provide a list (including the contract number) of the contracts you have or have held with the State for the last 10 years."

Should this list include all contracts with any part of the State of Michigan or only contracts with MSHDA's Homeownership Division?

Due to the diverse organizational structures of potential respondents (e.g., non-profits, government, for-profit) to this RFP, we have determined that the 10-year lookback period described in Questions 9 – 12 should be reduced to three (3) years. Questions should be revised as follows:

*9. * * * If Yes, please provide a list (including the contract number) of the contracts that are currently open that are held with the State for the last 3 years.*

*10. In the past three years, has your company . . . * * **

11. In the past three years, . . . * * *

12. In the past three years, . . . * * *

In sum, please provide a list of both grants and contracts that have NOT been either closed out or discharged that your organization holds or has held within the past three years. The list applies to all State of Michigan agencies, including MSHDA and DHHS. The list should also include contracts/grants for all MSHDA programs - for example HEP, FSS, and HCV.

If your existing grant or agreement is subject to some controversy (e.g., recaptured grant funds, lawsuit over a contract), please indicate in your list which grant or agreement that may be subject to controversy. Please provide, to the extent allowable by law, a brief explanation as to the nature of the controversy that may exist with the current grant or agreement (e.g., disagreement over grant performance resulting in recapture; disagreement over what constitutes a breach of contract).

2a) Exhibit C, section C, #3; Examples of Work. The following example of recent work shall be submitted with the Bidder's proposal: a. None required

Is this where we just make a statement in our RFP that none is required?

2b) Under Item #C – Examples of Work – What types of examples are you interested in us providing for this section?

Examples are not required; it's acceptable to answer with "not applicable" or "N/A".

3a) Scope of work, B. Tasks & Activities, 1. Past Performance, b. Actual expenses- Detail your actual agency expenditures under 2016/2017 HEP Contract. List services separately.

Can we have some clarification on how this should be answered? Do you want categories (salary, direct, indirect) or do you want it more specific like utilities, phone, supplies, etc.?

3b) Exhibit E of the RFP, Section II. B. 1.b. asks for a breakdown of actual costs incurred in FY1617 HEP Grant, and then says "List Services Separately." What is meant by "List Services Separately"? (page 20 of RFP)

3c) In Exhibit E - Scope of Work under (B) Tasks and Activities (1) Past Performance (b) Actual Expense it asks to detail expenditures and list services separately. Would a Profit and Loss Statement but sufficient? What does it mean when it asks to list services separately?

Please list specific agency grant expenditures (ie. counseling services, salaries, utilities, supplies, phone, social media, etc.) grouped into the following categories:

-Direct
-Indirect
-Salaries

4a) Regarding the work plan in the Scope of work:

During the webinar on 3/13, we were given many suggested topics to discuss in the work plan and a sample work plan from HUD. In the HEP RFP there is a 500-word limit on the work plan section. Will the word limit restriction be taken into account when our grant application is considered for the 65 points? Our original Work plan was over 1000 words so it had to be cut down to fit the word restriction.

4b) On page 20 of 25, Performance Work Plan 2.b it says there is a 500-word limit for the work plan. What portion does this 500-word limit refer to? Is it all of 2.b (includes target areas, services, etc.) or is each roman numeral a 500-word limit?

4c) Exhibit E. Section 2 projected performance/Work Plan b. 500-word limit i-vi. Is the 500-word limit for each section or is it for the whole section i-iv. For example is i 500 words and ii 500 words.

The 500-word limit is the total for all of 2.b.
For scoring purposes, provide only a brief highlight of your work plan – addressing each of the listed questions. However, your agency MUST have a current work plan.

5) Section IV. A. 2. Provide Financial Self Sufficiency (FSS) and Key to Own (KTO) services to eligible clients.

What services must the bidder offer to FSS and KTO clients and how will these services be invoiced?

Refer to the respective forms: FAMILY SELF-SUFFICIENCY (FSS) PROGRAM and the KEY TO OWN HOMEOWNERSHIP COUNSELING REFERRAL regarding services for these clients.

Services will be invoiced in the MATT 2.0 system. Both services are billed out of a separate pot of funds and is not subtracted from your HEP grant award amount.

6) In the presentation Veronica gave last week she included AFFH as part of the work plan, but that isn't included in the RFP. Should we include it even if it isn't indicated on the RFP?

It is necessary to provide only a brief highlight of your work plan – addressing each of the listed questions in Exhibit E (Scope of Work) II.B.2.b.

7) Scope of work. Section II.B.2.c. Counseling and Education Services. Proposed number of clients and cost per client.

Are you asking for the total proposed number of clients the agency intends to serve with all funding sources or only the propose number of clients we intend to serve with HEP funds?

The total number of clients you intend to serve with HEP funds.

8) Scope of work. Section II.B.2.a.i. Target area: During the webinar the inclusions of zip codes was emphasized, but this section is limited to 500 words. Is it necessary to list all the zip codes in the counties we intend to serve?

No, please do not include zip codes.

9) Are agencies providing HEP Services required to provide all services listed in Section IV. B. on page 2 of the RFP?

List only the services your agency intends to provide.

10) In Exhibit C, Letter D, Proposed Services, question #3, Professional Standards. Refers to processes and/or performance expectations administered by a third-party organization. Does third-party organization mean the same thing as subcontractor? If so, is this question “not applicable” as subcontractors are not allowed? If not, what is meant by third-party organization?

No. A third-party organization refers to an independent agency or association granting certifications that result in adhering to professional standards.

11) In Exhibit C, Letter G, Disclosures, Question 1 letter b. Again, this question is about subcontractors, so is this also a “not applicable” question as subcontractors are not allowed?

Correct. Answer with “not applicable” or “N/A”.

12) In Exhibit E, Scope of Work, II. Question #4, under Letter B, Tasks and Activities. Achieving results and program evaluation, letter a and b ask about the previous HEP round? Does previous HEP round refer to July 1, 2016 to June 30, 2017?

Any previous HEP funding round.

13) Can MSHDA Housing Specialists be listed under Professional References section?

No. References should come from professional relationships outside of MSHDA. As a last resort, references may be used for MSHDA programs other than HEP.

14) Who should be listed under project personnel? All Staff? Just Counselors providing work? Please explain.

Project personnel refers to any individual in your organization that may perform tasks or related activities as defined in the Scope of Work.

15) Under Item #F -Schedule/Timeline -How detailed do want this section? Please give example.

No detail is required. This statement is informational and indicates the timeline when all work (services) must be completed. There is no detail to this question.

Schedule/Timeline. All work must be completed by June 30, 2019.

16) Leverage funding sources- This grant will be submitted through MSU- How much detail do you want as far as other funding? Organizational (ie-university), Unit (School of Ag and Natural Resources), Department (MSU Extension), Institute (MSU Extension Greening Michigan Institute or work team (MSU Extension- Financial and Home Ownership work team.

Leveraged funding sources are public/private funders outside of the HEP where you receive money to operate the counseling program.

- United Way
- Community Foundations
- Banks
- Local partners
- Etc.

17) Could we include the certificate of good standing with the State of Michigan in place of compiling contracts and numbers?

No. A certificate of good standing will be verified before signing a contract, however it will not replace the requirement to list all State contracts/grants.

18) Regarding the Selection Criteria - 4. Achieving Results and Program Evaluation, can you please explain how this criteria will be scored? It is unclear if data from the past, or responses to the current RFP is what is being evaluated.

Please see Exhibit E (Scope of Work) II.B.4 Achieving Results and Program Evaluation. There you need to address two specific questions that form the basis of evaluation for Criteria 4.

19) In order to bill for direct costs associated with personnel, direct labor, for data entry, class setup/tear down, auditing of files, etc., would the person executing these tasks have the requirement of being a certified housing counselor?

No, this person can be a staff person that completes and submits, for billing, a Time and Activity Report form.