



STATE OF MICHIGAN

GRETCHEN WHITMER
GOVERNOR

MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY
LANSING

GARY HEIDEL
ACTING EXECUTIVE DIRECTOR

August 12, 2019

Q/A for RFP: Housing Education Counselors to Facilitate a Strategic Planning Session at Authority's All Staff Meeting

1. How many people will be on the SPT and what is the makeup?

MSHDA program staff with a wealth of housing experience.

2. Is there anticipated date for the fall kick-off staff meeting?

The kick-off meeting to discuss the strategic planning session for MSHDA staff hasn't been scheduled. MSHDA will work with selected firm to schedule a meeting the first or second week in September of 2019.

3. Can the guiding principles be made available?

MSHDA's new guiding principles haven't yet been identified. Respondents may review MSHDA's current strategic plan for information related to past priorities at https://www.michigan.gov/documents/mshda/MSHDA_Strategic_Plan_522357_7.pdf

4. Can the relevant program data be disseminated?

MSHDA program information related to budget, housing goals and actual production is available on MSHDA's Transparency & Report page on MSHDA's website at https://www.michigan.gov/mshda/0,4641,7-141-7559_9643---,00.html

Additional information related to MSHDA's FY 2018 activities is available at https://www.michigan.gov/documents/mshda/mshda_report_fy18_final_635494_7.pdf under the Exhibits section of the document.

Relevant Reports

- The ALICE Report in Michigan – <https://uwmich.org/alice>

- a. What format will the data be provided in? (Will the baseline information and production service number be disaggregated by program or priority)

The data is provided in MSHDA Production Reports by fiscal year in PDF format. The data is organized by program.



STATE OF MICHIGAN

GRETCHEN WHITMER
GOVERNOR

MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY
LANSING

GARY HEIDEL
ACTING EXECUTIVE DIRECTOR

b. How will the data would be broken down (by department or housing continuum, other)?

The data is broken down by program.

6.

a. Can you share the content and agenda or the DEI training that all staff will attend?

See attached agenda for details of DEI training

b. Who is the provider for this training?

The provider of DEI training is the Michigan Department of Civil Rights (MDCR).

7. Will the facilitator be responsible for the written summary?

The facilitator will be responsible for the written summary.

8. Has a date for the all staff meeting been set?

The date for the MSHDA All Staff Meeting hasn't yet been scheduled. This meeting will take place in or near Lansing, Michigan.

9. Can you clarify whether the scope of work includes all items included under section IV, sub-section B, Specific Tasks and Activities, rather than just the facilitation of the session at the all-staff meeting?

The Scope of Work includes all items included under section IV, sub-section B, Specific Tasks and Activities. Respondents should identify those activities they are equipped to perform within the constraints referenced in the RFP.

10. Is there any requirement to submit the proposal in written form via mail, UPS, etc., or can it be submitted electronically?

The submission requirements are outlined in Exhibit B Section II. Only electronic submissions will be accepted.

11.



STATE OF MICHIGAN

GRETCHEN WHITMER
GOVERNOR

MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY
LANSING

GARY HEIDEL
ACTING EXECUTIVE DIRECTOR

- a. The RFP requests that the bidder identify subcontractors as part of the proposal. Is there a threshold or test (e.g. proportion of budget, number of hours worked) for which subcontractors need to be identified?

No, there is no minimum specified.

- b. Will the bidder be obligated to use the subcontractor(s) identified in their proposal, or conversely, restricted from using subcontractors not identified in the proposal?

Specific subcontractors need not be specified in the proposal, but the roles they will fulfill need to be identified. The specific subcontractors need to be named and vetted by MSHDA before final contract award to Bidder.

12. Has MSHDA staff identified the ideal or maximum number of post kick-off meetings in-person?

MSHDA hasn't identified an ideal or maximum number of post kick-off meetings in-person.

13. Are there any accommodations needed to assure full participation by staff and partner organizations? This could include document translation, interpretation services, specialized equipment for hearing/vision impaired.

There are no accommodations needed to assure full participation by staff and partner organizations.

14.

- a. The RFP notes that the bidder should make recommendations for Phase II of the strategic planning process. Are the recommendations expected to take the form of a future scope of work or are the recommendations expected to be integrated with a report?

The recommendations are expected to be identified within the written report. The recommendations provided to MSHDA will be considered when developing the Scope of Work for Phase II.

- b. When is Phase II expected to begin?

Phase II is expected to begin sometime in early 2020.



STATE OF MICHIGAN

GRETCHEN WHITMER
GOVERNOR

MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY
LANSING

GARY HEIDEL
ACTING EXECUTIVE DIRECTOR

c. If a bidder is awarded this contract, will they be prevented from bidding on RFP's related to Phase II?

The bidder awarded this contract may also bid on RFP related to Phase II.

15. The RFP does not identify any page limits to the bidder's proposal, can you confirm there are no limitations to the length of the proposal?

There are no limitations to the length of the proposal.

735 EAST MICHIGAN AVENUE • P.O. BOX 30044 • LANSING, MICHIGAN 48909
Michigan.gov/MSHDA • FAX 517-335-4797 • TOLL-FREE 855-MI-MSHDA (855-646-7432)



Diversity, Equity and Inclusion (DEI) – Training Solutions

The Michigan Department of Civil Rights’ DEI workshops are designed to promote critical thinking and introspection while sustaining a courageous space for difficult conversations. The framework of the workshop shifts away from blame and shame to promoting an empowered sense of responsibility that guides conscious approaches for change.

The goal of these workshops is to promote conversations that thrive in a shared understanding of our social experiences and the importance of actively engaging in creating and sustaining equity.

Workshop Outline¹

Guidelines for Sharing and Introductions

Creating a Common Language – defining terms relevant to conversations about race and systems of advantage.

Implicit Bias – Systems and the Internalized Dimension – exploring factors contributing to the formation of personal beliefs and biases – the human predisposition to form in and out groups, polarized messages and cognitive scripts. This section includes interactive activities that promote experiential learning.²

Debiasing Strategies – strategies to unlearn the learned.

Institutional and Structural – examining how history and dominant culture create and sustain systems of advantage.³

The Business Case and Role of Leadership – discussing the benefits of diversity and the vital role leadership plays at creating and sustaining inclusion.

Equity Lens and IDI – reviewing intentional strategies to implement and operationalize equity – the intercultural development inventory as a next step for increasing cultural awareness.⁴

Evaluations – Q&A and survey used to generate outcome report.

¹ Sections of this agenda may be updated and customized to maximize results. Ample time for discussion, activities and breaks.

² Section includes interactive activities, videos, discussion and breaktime.

³ Section includes interactive activities, videos, discussion and breaktime.

⁴ Section includes discussions and breaktime.