



FSS RFP Questions & Answers

1. My agency converted the PDF to a Word Document so we could type onto it and lost the pages numbers and revision date. Do we need those?

No

2. Should the RFP be submitted on agency letterhead?

While providing the proposal on letterhead is not required, there should be at least an introduction letter, or something on letterhead or other official documentation, to show your agency is submitting the document as a professional proposal.

3. Exhibit C., Letter A, #9 asks for a list of our current contracts with the State of Michigan. Is this asking for MSHDA FY 2020-2021 (07/01/2020 to 06/30/2021) or 01/01/2020 to 12/31/2020?

There is no implied FY or calendar year, just whether you are currently under contract with the State. For simplicity, please list all active State contracts as of the RFP release date: August 3, 2020.

4. Exhibit C., Letter A, #9 asks for a list of our contracts with the State of Michigan for the past three years. Do you want these based on MSHDA Fiscal Years or simply calendar years?

Again, there is no implied FY or calendar year. For simplicity, please list all previous State contracts within three years of the RFP release date: August 3, 2020.

5. Are there specific professional standards the Authority is looking for our agency to adhere to?

MSHDA expects its FSS contractors to act in a way that exemplifies high moral and ethical standards. This includes maintaining accountability and objectivity, treating people with respect and integrity, being non-judgmental, maintaining confidentiality and always acting in a manner that is positive and constructive.

6. Are there specific "best practices" the Authority is looking for our agency to adhere to?

MSHDA's FSS program emulates best practices issued by HUD for the FSS program. These are covered in HUD's self-paced online FSS training. MSHDA's also covers best practices in our own FSS trainings we offer to FSS Resource Coordinators.