

## HEP Bidder Questions/Responses

1. HDC would like to verify that MSDHA is seeking only one organization to administer services for the entire State of Michigan. If this is not true, are applicants able to apply for a particular region/service area of the state? **MSHDA is not seeking one agency to administer services for the entire State of Michigan. Applicants should apply to cover the service area(s) based on their agency's capacity.**

Also, what method will you be using to respond to questions? **Answers will be provided in writing and posted on the Buy4Michigan website as explained in the RFP email notification.**

2. The first question is in the **Terms** section, I do understand the choices and do not know what choice I should choose. The second question is about the **Commonality and Services** section, I was thinking that this is the section that would bring up the grant. I have chosen several options but none have yielded any results, each attempt I get the message **Can you please share with me the NIGP CLass, the NIGP class item, and the key word or words?**

**Please contact the Buy4Michigan Help Desk at (888) 734-9749.**

3. When I register I need to pick NIGP codes, is there a specific code I need to use to be able to submit in response to the HEP RFP?

**Please contact the Buy4Michigan Help Desk at (888) 734-9749.**

4. What is a CHDO Tax Id Number? **Only applicants who are a Community Housing Development Organization (CHDO), will have this number and need to provide it. If you believe you are a CHDO Organization you can contact your CD Specialist for this information.**

Signatory authority- Does Exhibit C count as thi  
**Exhibit C does not serve as Signatory Authority. Section II on Page 1 of the Request for Proposal provides information on what must be provided by the applicant regarding the Signatory Authority.**

Application Format: There are detailed instructions regarding the required formatting of the proposal. These directions make sense when you consider creating a word document. However, it's a bit confusing when you consider inserting specific MSHDA forms, such as the Exhibit D form and its required attachments. Can you clarify this process and how you would like the application to be submitted? **The completed document may consist of multiple document types, such as Word and/or scanned documents. The complete application, including all completed Exhibits, must be submitted as one (1) .pdf document.**

5. **Prior Experience of Bidder (Page 12):** This Section asks for specific information about our program's prior experience, but references Exhibit H as needing to be completed to fulfill this section. However, the questions listed on page 12 are not found in Exhibit H. My question is: do we need to complete the questions on page 12 within the body of the application in addition to completing Exhibit H? **Yes, the questions on Page 12 must be**

answered and addressed within the body of the application. Information regarding this question is not addressed in Exhibit H as referenced here.

**Services Rendered (Page 13):** This section asks about how our services will be rendered and also references Exhibit H as needing to be completed to fulfill this section. Is Factor 3 in Exhibit H what this is referring to? Would we need to answer this question within the body of the application in addition to providing a work plan as described in Factor 3? **No. This information will be addressed in Exhibit H, Factor 3 Work Plan.**

**Disclosure of Interests in Authority Programs (Page 15):** Is this question asking us to disclose any other grants we are receiving that are administered by MSHDA? I don't interpret having other grants through MSHDA as having interest, but I just want to be sure I am correct in that interpretation. **Yes, agencies must identify any other loans and/or grants they receive from other MSHDA Programs.**

6. For the purposes of this RFP, please define sole proprietor and domestic corporation. Please explain the difference between them.
- Sole Proprietor:** An individual who owns a business in which that individual solely owns all the assets, owes all the liabilities, and operates in his or her personal capacity.
- Domestic Corporation:** A corporation that is organized and chartered under the laws of a state. (*Black's Law Dictionary, 8<sup>th</sup> edition*)

Re: pg. 7, II ,B. 3 Did you mean Family Self Sufficiency? **Yes, this should read Family Self Sufficiency.**

Exhibit A, II B. 1-3 Must all activates be included in the RFP? For example some agencies might offer Homebuyer Education and not offer Foreclosure services. **Applicants should apply for funding to support the housing education programs they offer. If an applicant receives funding from multiple sources and only needs funding for a particular HEP service then they should only apply for that particular service.**

We see reference to selection XI; however it was not attached to RFP. **This is a typographical error in the Certificate Verifying Key Persons of the Contractor/Subcontractor. The reference should read "The Contractor/Subcontractor acknowledges that the following personnel are Key Persons of the Contractor/Subcontractor in accordance with Section X of the Request for Proposal".**

7. Page 2, Section A.8. and Page 9, Section G asks the question: Does WM deposit MSHDA HEP funds into a separate account at its financial institution. Is it mandatory that a separate account be established or is it satisfactory to establish separate codes within our internal accounting system to ensure HEP funds are accounted for in compliance with the grant? **Funds must be maintained within a separate account; this has always been a requirement of MSHDA's Housing Education Program.**

Page 18 Required Certifications: Our organization requests a Certificate of Good Standing from the State of Michigan every year in January. We see that the Certificate for this application must be dated no earlier than 30 days prior to submission. Can this 30-day requirement be waived? **No. The Certificate of Good Standing submitted with this application must be dated no earlier than 30 days prior to submission of the application. This is a requirement of MSHDA's Procurement Office for all Request for Proposal submissions.**

Page 14, Section 6 Schedule/Timeline: The second paragraph asks that we include a timetable that should include: (1) any proposed meetings; (2) dates for draft submittals; (3) review times (allow 4 weeks for authority review) and corporation dates for deliverables To what do the proposed meeting and dates for draft submittals refer? What would MSDHA be reviewing?

Per the proposed time schedule, monthly reports will be reviewed. The proposed time schedule lists the type of document, and estimated completion dates are listed in Section II,B,6. The monthly reports and dates listed are requirements of the Homeownership Division. You can use this for your proposal. **No action needed for this question within the RFP.**

Our organization is presently under contract with MSDHA for NMS Round 1 for the purpose of foreclosure counseling. Can both NMS Round 1 and Housing Education Counseling funding be used simultaneously until NMS 1 runs out? **No. NMS Funds must be used to provide foreclosure services prior to utilizing HEP funds received through this funding opportunity. With a sunset date of September 30, 2016 for NMS funds, agencies should anticipate the amount of funds they would need to provide foreclosure services October 1, 2016 through June 30, 2017.**

8. The agency's total budget exceeds the amount we can request from MSHDA. Do we base our budget on actual total figures, or the amount we are applying for? Financial Information vs. Budget are two separate things. **The information submitted regarding "Financial Information" is based on the actual estimated costs associated to the services to be provided. The submitted "HEP Budget" should not exceed the maximum amount of funds available.**

It states that the budget needs to be based either on a NICRA (negotiated indirect cost rate agreement) or De Minimis (10% of modified total indirect costs). How do you get a NICRA? We use a cost-allocation plan for each program at our agency. Would that work for this budget process? We used this process when applying for and receiving NMS funds and when submitting quarterly progress reports..... **As explained in Factor 4, Part 2, the line items are based on either a NICRA or De Minimis. For further guidance, reference OMB Ominicircular Part 200, Subpart E at <http://www.ecfr.gov/cgi-bin/text-idx?SID=ed90f54836feb6a994f657188eb05e33&node=2:1.1.2.2.1&rgn=div5>**

9. Section II, Part B, Number 3 (Activities Responsibilities Necessary to Complete Scope of Work) states: "Provide Financial Self Sufficiency (FSS) and Key to Own (KTO) services to eligible clients."

At the present time, we provide Financial Self Sufficiency services under a separate contract. Does this RFP combine FSS with services traditionally provided under HEP? Will we no longer have a separate FSS contract? No, this does not combine the HEP Family Self Sufficient (FSS) services with the FSS case management contract. **FSS services are funded through a MSHDA funding source separate from the HEP funding source.**

10. Is there a application template to fill out or do we start a Word document and start answering each question asked in the Proposal format section in the scope of work? (starting at II B 1A) **There is no template. Applicants should create their application using the appropriate software available to them.**

Exhibit H. The RFP is a pdf and we can not type into it. Do we create our own Word doc to answer the questions and charts? Applicants should create their application using the appropriate software available to them.

II. 6. Schedule/timetable-asks for us to submit a timetable but a proposed timetable is provided, can we just copy and paste it in? Not sure what timetable is being requested beyond what is already provided?

A proposed time schedule, type of document, and estimated completion dates are listed in Section II,B,6. The monthly reports and dates listed are requirements of the Homeownership Division. You can use this for your proposal. No action needed for this question within the RFP.

Since our MSHDA profile on Matt is updated why do we have to re-submit the same docs in exhibit D that are in our profile? The documents requested as part of the RFP are a requirement of MSHDA's Procurement Office, and must be submitted as part of the Request for Proposal application.

11. What do you consider as modified total indirect costs - or please clarify how to locate the definition of this terminology so that we can properly calculate. As outlined in OMB Ominicircular Part 200, Subpart E, Indirect Costs, the following is stated: (f) In addition to the procedures outlined in the appendices in paragraph (e) of this section, any non-Federal entity that has never received a negotiated indirect cost rate, except for those non-Federal entities described in Appendix VII to Part 200—States and Local Government and Indian Tribe Indirect Cost Proposals, paragraph D.1.b, may elect to charge a de minimis rate of 10% of modified total direct costs (MTDC) which may be used indefinitely. As described in §200.403 Factors affecting allowability of costs, costs must be consistently charged as either indirect or direct costs, but may not be double charged or inconsistently charged as both. If chosen, this methodology once elected must be used consistently for all Federal awards until such time as a non-Federal entity chooses to negotiate for a rate, which the non-Federal entity may apply to do at any time.

Please provide a Definition key for terminology - specifically - what is the definition of "Key Persons" A key person is any employee of the applicant who will be performing services pursuant to an awarded contract and must include the person(s) who will sign the contract on behalf of the contractor.

In what format do we provide prior experience. Where do we include the narrative - Under Exhibit H - there is no space - do we provide in our proposal the narrative and then just reference the information in Exhibit H? Past Experience information must be answered and addressed within the body of the application. Information regarding this question is not addressed in Exhibit H as referenced here.

On page 15 of the RFP - Question 7 - It requires Disclosure of Participation and Interests in Authority Programs. Please define "Authority Program" - is "Authority" considered MSHDA and HUD or who? The term Authority refers to MSHDA; applicants must identify any other loans and/or grants they receive from other MSHDA Programs.

12. We are a MSHDA approved housing counseling agency since 2010 and are responding to the RFP. We are a unit of Oakland County Government, and therefore the majority of Part D/Exhibit D does not apply to our organization. We are a Michigan Entity, however not a corporation licensed to do business with a Certificate of Good Standing. In the past, there was a place on the HEP application to check this, but it does not appear in the RFP. Also, as a government entity, we are self-insured so G-2 may be an issue. In the past, MSHDA has allowed us to submit verification of self-insurance. Finally, as a government entity, we cannot indemnify (G1). MSHDA's lawyers have changed the language of the contract for Oakland County in the past. How should we respond to these questions in the RFP? **If your agency is selected as a contractor, the indemnification language can be reviewed and discussed during the contracting phase**.

**Exhibit D states that the Exhibit checklist may not be all inclusive "depending on the nature of the ... proposal". If the Certificate of Good Standing is "N/A" and instead submit, for example, certified County Commission documents creating or authorizing the formation of this entity, along with any statutory authority (enabling acts, etc.) granting the County Commission the power or authority to create the entity.**

**Note also that the Certificate of Good Standing language under "A" states that the Bidder "will be required to submit the following forms based on the type of entity:" So again a "N/A" response seems acceptable under these circumstances.**

13. Within the 2015 HEP RFP Application section IV. Submitting proposal states that "The proposal will be submitted to the Authority's Procurement Specialist named in Section V." is this Libby Carpenter? **That is correct.**

Currently our agency has a Partnership Profile submitted on 2-18-16 with a status of "Profile Accepted" is this an acceptable approved partnership profile as required in the RFP. **Yes.**

Are there new guidelines that will be followed as to client eligibility? **Agencies have been notified of all updated Program Guidelines and Policies, which were effective March 1, 2016.**

Can the program be designed around the amount of classes/meetings provided with the clients or should it still be focused on number of participants? (Since not reimbursement focused could the outcome be the opportunities provided?) **Applicants should base their application on the amount of funding required to provide MSHDA Housing Education Program services for the period covered by the Request for Proposal.**

14. Under Section III, Required Qualifications, page 2, letter A, #8 says Deposit MSHDA HEP funds into a separate account at its financial institution. We are part of a government, the City of Grand Haven, which is a 501c2. All of our funds are deposited into the City account and used according to our budget. Is this considered a separate account for the terms of this RFP? **Applicants can do one of the following to be in compliance; deposit funds into a separate account or establish/have existing coding to identify the funding source.**

Under Section IV, Submitting Proposal, page 4 there is a paragraph that starts “bidders” and the next one starts “firms”. Can you clarify the difference? As in, for the purposes of this grant if we are a non-profit 501c2, then are we only a bidder? And the areas relating to “firms” we do not respond to? Or is that simply a change in language and both words mean the same and apply to anyone submitting a proposal? **As it relates to this RFP, “Bidders” and “Firms” all relate to the applicant.**

On page 14, #6, schedule/timeline: please clarify what the second paragraph asking for a timetable indicating how the project will be scheduled is about.

**A proposed time schedule, type of document, and estimated completion dates are listed in Section II,B,6. The monthly reports and dates listed are requirements of the Homeownership Division. You can use this for your proposal. No action needed for this question within the RFP.**

Under Exhibit B, #7a, page 15, in the disclosure of interests in authority programs is asks bidder to “submit a list of all interests that the Bidder...respectively have in Authority programs”. Does this mean other grants that will be active at the same time as this one? **Applicants must identify any other loans and/or grants they are receiving from other MSHDA Programs.**

Page 38, in the factor 4, financial information section, we are asked to divide our agencies budget by the number of anticipated clients served with these funds. Is this number of clients served under one service type? Meaning if a client comes to HBE and then comes in for pre purchase individual services is that 2 clients or 1? **This calculation is based on the total number of clients to be served, not clients per service.**

The language in the RFP changes regularly, for the purposes of this RFP, do Bidder, Firm, Contractor and Vendor all mean the same thing? **As it relates to this RFP, “Bidders” and “Firms” all relate to the applicant.**

15. Based upon the Scope of Work within the Request for Proposals for Housing Education Counselors to Address Pre and Post-Purchase Needs of Michigan Residents, it appears that MSHDA will be awarding one \$50,000 contract to one service provider who will be responsible for providing housing education counseling for the entire State for a period of one year. Is that a correct interpretation of the Scope of Work? **No. MSHDA is not seeking one agency to administer services for the entire State of Michigan. Applicants should apply to cover the service area(s) their agency offers services in.**

16. Scope of work –Exhibit A

a. This exhibit has an outline of the Scope of Work (including sub points of overview, objectives and tasks, and standards of performance). Is this outline a template that we use to fill in the details of our specific program? **The Scope of Work is not a template to be completed; it outlines the activities that will be covered under the Contract.**

b. When it asks for certain standards do we just state our compliance or do they need additional proof? (ex. On page 8, section III. B. – do we just state that we are compliant with MSHDA/HUD/NFMC requirements?) **These are statements, not questions, no answer is required for the example provided.**

c. On average, how many pages is the Scope of Work? **There is no “average”; your document should be as large as it needs to be to support your application.**

#### Proposal Instructions, Exhibit B

a. Section 3a (Prior Experience of Bidder) references submitting that information in the HEP application. As we fill out the proposal do we just put “see HEP application” for that section, or do we copy and paste what is included in the HEP application in that section. **Past Experience information must be answered and addressed within the body of the application. Information regarding this question is not addressed in Exhibit H as referenced here.**

b. Section 4a (How Services Will be Rendered) also notes the HEP Application. Is this the Work Plan section of HEP Application? Many of the requirements in section 4 of the proposal are explained in the Work Plan. Again, do we need to copy and paste it in the proposal or can we just note that the information is included in the HEP Application work plan? **No. This information will be addressed in Exhibit H, Factor 3 Work Plan.**

c. Section 6 (Schedule/Timeline), does this section need to include a timeline specific to working with clients (orientation meets, follow up classes, trainings, etc.), or is this more a schedule of how the program is run internally in relation to the grant? **A proposed time schedule, type of document, and estimated completion dates are listed in Section II,B,6. The monthly reports and dates listed are requirements of the Homeownership Division. You can use this for your proposal. No action needed for this question within the RFP.**

#### Certificate Regarding Debarments, Exhibit E.

a. This form uses the term “vendor” is this the same term as “bidder”? **As it relates to this RFP, “Bidders” and “Firms” all relate to the applicant.**

b. The first point asked for annual certifications and representations. Is that asking about the bidder or the personal? **Please indicate “Non Applicable or NA” if this does not apply to your firm.**

In this exhibit, what is a subcontractor? **As expressed in Exhibit B, Section II, #4, use of subcontractors will not be authorized.** All services provided with funds received through this process must be provided by MSHDA Certified Counselors who are employed by the applicant agency.