

## **FAQ: Procurement Notice: Department of Housing Study of Accessible and Affordable Housing Request for Proposals (RFP)**

### **Questions and Answers**

- What is the acceptable method for transmitting proposals to the Official Contact? On page 7 the RFP says, "Faxed or emailed proposals will not be evaluated." But later on the same page it says, "At this time we will not be accepting paper copies of the proposal. Please email one copy of the proposal to the Official Contact: Michael Santoro: Michael.Santoro@ct.gov ."
  - Response: It should ready, "Only faxed or emailed proposals will be evaluated."
- Are the cover sheet and table of contents included in the 20 page limit? Or does the 20 page limit apply only to the content of the Main Proposal and Cost Proposal sections?
  - Response: No, any cover sheet or table of contents are not part of the 20 page limit. The 20 page limit only applies to the Main Proposal and Cost Proposal sections.
- Which margins are required to be 1½ inches? On page 9 the RFP says, "The margin shall be a minimum of one and one half inches (1½"); all other margins shall be one inch 1", but it is not clear which margins are referred to by "the margin."
  - Response: Left margin should be 1½ inches. The top, bottom and right margins are 1 inch.
- What are the weightings of the individual evaluation criteria? On page 10, Evaluation Criteria, the RFP says, "The criteria are weighted according to their relative importance," but no weightings are provided.
  - Response: Experience 20 points; Program Plan 35 points; Time 25 points; Budget 15 points; Minority and Women Owned Businesses 5 points.
- What data resources are the Department able to provide to support the analysis for this study? Will the Department facilitate getting the research team access to agency data that may not normally be available publicly? *For example, statewide grand list data, appeals lists, etc.*

- Response: The Department will make any data it has available to support the study. However, at this time, this data is limited to appeals data.
- What is the context of the word "disability" in this RFP?
  - Response: The Disability Services Act (1993) defines disability as meaning a disability which is attributable to an intellectual, psychiatric, cognitive, neurological, sensory or physical impairment or a combination of those impairments.
- What does "disability demographic data" mean? Does this mean housing units with specific accommodations for persons with disabilities or subsidies availability to persons with disabilities?
  - Response: "Disability Demographic data" with regard to units is intended to mean any type of disability component; from full ADA compliance to some disability features. It may be necessary to create a scale which could be as simple as "no disability features", "some disability features", "fully ADA Accessible". With regard to need, demographic data should attempt to quantify and differentiate on a similar scale.
- Does accessible apply to the context of disability or more broadly to all affordable units?
  - Response: More broadly to all of the affordable units.
- Is the goal to get fuller sense of the need and availability of:
  - (1) Accessible housing
  - (2) Affordable housing
  - (3) Accessible affordable housing
  - (4) All of the above
  - Response: (4) All of the above
- What is the definition of accessible housing in relation to deliverables of the RFP?
  - Response: The simple definition which is "dwelling units in the state which are accessible to persons with disabilities". It does not mean only units which are fully accessible, but at the very least must provide entry to the unit.
- What is the impetus that spurred the issuance of the RFP and how will the resulting data be utilized by DOH?
  - Response: In coordination with an effort under the Department of Social Services associated with the identification of supply and demand for accessible housing across the state (required by Money Follows the Person "MFP"), our original intent was to collect additional information and data to support the Analysis of Impediments to Fair

Housing Choice (“AI”). As the study will not be done in time to support the current AI, we expect that the data will be used both by DSS for its original intent associated with MFP, as well as to identify long term housing availability and demand.

- Has this type of study been previously funded in other locations? If so, are they available for review?
  - Response: Not that we are aware of.
- When determining housing supply, should Housing Choice Vouchers, project based vouchers, and others types of housing subsidies be included?
  - Response: No. This study is about hard units.
- In addition to subcontractors or partners identified and listed within the RFP, if granted the award, can others be added subsequently?
  - Response: Yes, but only under the original cost estimate.
- Will the resulting contract have any renewal options past the initial expiration date of 12/31/2020?
  - Response: Unfortunately, the funding expires 12/31/20, so there will be no opportunity for extension.
- Are the services in this solicitation continually needed, even beyond the term of the resulting contract, and therefore may be bid out again?
  - Response: No, we do not anticipate this being a regular activity at this time.
- At this time we will not be accepting paper copies of the proposal. Please email one copy of the proposal to the Official Contact:

Michael Santoro: [Michael.Santoro@ct.gov](mailto:Michael.Santoro@ct.gov)

Please include the following in the subject bar of the email: Legal Name of the respondent and the RFP Name: **Department of Housing Study of Accessible and Affordable Housing for the State of Connecticut – 20DOH202PSA01**

**The proposal must be compatible with Microsoft Office Word except for the Budget, which may be compatible with Microsoft Office Excel.** The required Appendices and Forms identified in Section IV may be scanned and submitted in Portable Document Format (PDF) or similar file format.

- Is it possible to extend all deadlines by two weeks?
  - Response: Yes, the deadlines were extended by 2 weeks and the RFP was reposted. The proposals are due on April 15, 2020, electronically.
- Are only nonprofit entities eligible to be respondents? The RFP defines “contractor” and “respondent” separately on Page 4, but then uses them interchangeably throughout the document.

The definition of “respondent” is limited to nonprofit entities, but then of course the ranking process favors women/minority-owned businesses, which certainly seems to indicate that for-profit contractors are eligible. Could we clarify this?

- Response: Thank you for bringing this to our attention. Yes, for profit entities are eligible to apply. The “respondent” definition was updated to include for-profit entities and reposted.