

## QUESTIONS AND ANSWERS

in connection with

**Revised and Enlarged Request for Proposal to Develop a Five Year Strategic Affordable Housing Plan for the State of Missouri published ~~December 11, 2018~~ March 15, 2019**

QUESTION	ANSWER
12/13/18 Whether companies from Outside USA can apply for this?	Any company may respond to the published RFP. Please note that the respondent's location, extent and capabilities of the Respondent's offices and number of employees within Missouri is a factor that will be considered in evaluating proposals, <b>as well as the economic impact to Missouri.</b>
12/13/18 Whether we need to come over there for meetings?	The Scope of Services requires the Respondent to conduct a minimum of six public hearings in locations throughout the State of Missouri.
12/13/18 Can we perform the tasks (related to RFP) outside USA?	The Scope of Services includes some tasks that must be performed within the boundaries of the State of Missouri including but not limited to the requirement to conduct a minimum of six public hearings.
12/13/18 Can we submit the proposals via email?	Proposals must be submitted as outlined in the RFP and will not be accepted via fax., <del>email or any other form of electronic delivery.</del> However, Responses to this RFP will be accepted in electronic format which can be submitted via email, CD-ROM or flash drive as outlined in the RFP.
12/17/18 When is the last time a strategic plan was completed?  Can a copy of the last strategic plan be made available?  Are there any subsequent updates from that plan?	This is the first 5 year Strategic Affordable Housing Plan of this type and scope.

<p>Are there any reports that show the inputs, measurements and outcomes from this plan? (If they exist using the Balanced Score Card Approach- see Q. #4.2) Did MHDC complete the planning goals from the last strategic planning?</p> <p>Was a Balanced Score Card used?</p> <p>Was there software used to manage the scorecard approach?</p> <p>If so, what was the name of the software?</p> <p>Are there any reports that show the inputs, measurements and outcomes?</p> <p>Who was the vendor that did the last strategic plan?</p>	
<p>1/3/2019 Is there a budget cap for this RFP?</p>	<p>A budget cap has not been set for this RFP. Competitive pricing is expected from respondents.</p>
<p>1/4/2019 Do you wish to have the selected contractor produce the State’s Consolidated Plan or just data to be entered into the Consolidated Plan?</p>	<p>Production of Missouri’s Consolidated Plan is not part of the RFP. However, Respondents should present data in such a manner that the data can be used in the Consolidated Plan.</p>
<p>1/4/2019 Do you wish to have the selected contractor also produce the State’s AI or just data in support of the AI?</p>	<p><del>Development of the AI is not part of the RFP. However, Respondents are asked to include data and associated analyses as it relates to the requirements of developing an AI in such a manner that the data and/or analyses could be easily included when an AI is developed.</del> Yes, Respondents</p>

	will be expected to develop and produce an AI as part of this engagement.
1/4/2019 Do you have a preferred timeline for completion of the plan?	MHDC <del>desires</del> requires that the plan be completed <del>within a 12 to 15 month timeframe.</del> no later than January 31, 2020.
3/22/2019 Do you have restrictions on indirect costs or the indirect cost rate for this project?	You can include any costs you anticipate incurring in your work and may bid it at whatever rate you deem is appropriate. What we would be looking for by way of pricing is the all-in cost that MHDC would pay in exchange for the services provided under the RFP. The detail of that cost should include a breakdown of fees to be charged for 1) development of the Strategic Plan; 2) development of the Analysis of Impediments to Fair Housing report; and 3) the fees to be charged for updates each year for four years.
4/3/2019 There are 55 counties eligible for DR funds and five most impacted zip codes that were prioritized for 80% of the DR funds; is there any cross-walk between the counties and the totality of the zip codes that overlap? Can you confirm if you are referring to every zip code or those five most impacted zip codes?	The Strategic Plan must include comprehensive data for each of the five specific zip codes listed in the DR-4317 CDBG-DR Disaster Area. Those zip codes are 63935, 63965, 64850, 65616, and 65775. In addition, the Plan must include comprehensive data for each and every county throughout the state including those within which the five listed zip codes are located. Additional information regarding the DR-4317 CDBG-DR funding can be obtained at: <a href="https://ded.mo.gov/DisasterRecovery">https://ded.mo.gov/DisasterRecovery</a>
4/3/2019 How is workforce housing defined?	MHDC's most recent definition of Workforce Housing is included in the 2018 Qualified Allocation plan and is defined as follows: <b>Workforce Housing</b> (eligible for 30% boost in eligible basis). Developments in counties with a median income less than the 2016 statewide median income (as established and published by HUD) are eligible for the basis increase, provided that 15% to 25%% of the total units in the development are set aside for households earning between 60% and 80% (workforce units) of the area median income. Rents in the 60%-80% units should be different than tax credit rents in the development. The intent is to capture the households that are just over the tax credit income limits but still have a need for quality affordable housing. The published income limits for each

	development's county still apply and must be used for determining resident eligibility.
4/3/2019 What is your current data capacity/comfort with different software or web-based platforms/technical infrastructure?	MHDC has IT and data staff. However, the intent of this Strategic Plan is that MHDC's staff will assist with providing already-available data, but the Respondent will be responsible for collection and analysis of all data.
4/3/2019 Who is the intended user/audience of the index? Are you looking for both a communications tool and internal tool for staff's use?	MHDC staff is the intended user. MHDC specifically seeks only the items and services listed in the RFP. If any additional offerings such as interactive tools are proposed, any such items should be priced separately and information must be included regarding whether the additional item or tool is an integrated part of the proposal and must be purchased with the proposal or whether it is optional.
4/3/2019 If the index analysis is presented in the form of an interactive data tool, would it need to live on a publicly accessible site? How long would the tool be expected to be hosted/maintained? Would MHDC host the site and grant access to the contractor for maintaining?	The index must be available for use by MHDC staff. It is not the intent of MHDC to receive the index in the form of an interactive data tool, but MHDC is not opposed to such a tool. In the event an interactive tool is proposed, separate pricing and requirements must be proposed and information must be included regarding whether the tool is an integrated part of the proposal and must be included or whether it is optional.
4/3/2019 Is there a current system being used to identify cross-sections of geographic areas with Vulnerable Populations and Special Needs populations? If so, do you see an integration with the current system or any other systems being used by MHDC?	There is no current system being used to identify cross-sections.

<p>4/3/2019 Can you please provide a copy of the requisite affidavit to complete Part 7 (Undocumented Workers) under Section C. Proposal Details? It is not attached to the RPF or included in the Addendum or Question documents available online.</p>	<p>Yes we will update the RFP to include it.</p>
<p>4/3/2019 Are you able to share a total budget for the five-year affordable housing plan and the analysis of impediments</p>	<p>A budget cap has not been set for this RFP. Competitive pricing is expected from Respondents.</p>