

New York State Housing Finance Agency Housing Trust Fund Corporation
Request for Proposals for
Analysis Consultant Services
QUESTIONS AND ANSWERS: Round 1 dated October 23, 2019

	QUESTION	AGENCY RESPONSE
1	Can you clarify the MWBE/SDVOB goals? Is there an expectation that the Bidder subcontracts a percentage of the overall budget to MWBE/SDVOBs?	Yes.
1a	a. If the bidder plans to subcontract to a MWBE/SDVOB (e.g., for translation services), does the entity need to be officially named in the proposal, or can we select the subcontractor post-award?	If possible, the Bid Response should include the name of the MWBE/SDVOB.
2	If tax returns are requested with the bid, what is the protocol for a newly established LLC (e.g., where previous returns cannot be provided)?	Provide evidence of financial stability that may include, but is not limited to, financial statements, balance sheets with working capital, etc.
3	Can you clarify what is required for the “statement regarding Disclosure of Commission Findings” form, as this is not hyperlinked?	A statement from the Bidding vendor disclosing whether the entity, or any of its members discussed in Section 5.E. of the RFB, was the subject of any investigation or disciplinary action by the Commission, and if so, include a brief description indicating how any matter before the Commission was resolved or whether it remains unresolved.
4	The RFB states that the locations of the Regional Public Meetings will be determined in collaboration with FEHO. However, for the purpose of budgeting, will there be a greater emphasis on any particular region (e.g., NYC), or can any further information be shared to inform a travel budget?	Final locations are to be determined but they will not be NYC-based. For purposes of budget planning, bidders can use the following locations (subject to change): <ol style="list-style-type: none"> 1. Syracuse (Central NY) 2. Elizabethtown (North Country) 3. Nassau County (Downstate) 4. Albany (Capital) 5. Rochester (Finger Lakes) 6. Ithaca (Southern Tier) 7. Buffalo (Western NY) The budget should not include space rental.

4a	Similarly, can any further information be shared regarding the location of the stakeholders who will be interviewed, to inform travel budgeting (e.g., is this heavily NYC-based, etc.)?	These 10 in person interviews should be completed in person where/when the regional meetings are occurring. Additional travel will not be expected beyond the regional meetings unless they are in Westchester or Nassau counties. If scheduling during the Bidder's presence at the regional meetings is not possible, the interviews can occur by videoconference or conference call.
5	It is noted that the consultant will "update and disseminate" a Community Survey. Is there a prior draft of this survey for reference?	Yes, HTFC will provide the prior draft.
6	In terms of planning for in-person translators and/or accommodations for individuals with visual or hearing impairments- are these services expected at each meeting, or only if requested by participants who RSVP to the meeting?	Special accommodations should be arranged as requested in RSVPs. However, invites should include a provision on the ability to request translator, written in Spanish, Russian, Bengali, Chinese, Haitian Creole and Korean.
7	What is required in terms of listing references- names and contact information, or letters of reference?	Names and contact information with short description of what your organization did for them.