

**Questions and Answers**  
**CONSULTATION, TECHNICAL DEVELOPMENT, TRAINING,**  
**TECHNICAL ASSISTANCE, GRANT PROFESSIONAL SERVICES, AND EVALUTION**  
**SERVICES FOR AFFORDABLE HOUSING**

1. What firm(s) provided this assistance in the past?  
**We have not contracted in the past for professional services described in this RFP**
2. Were you happy with the past performance of this firm/consultant?  
**There have been no firms/consultants to evaluate their performance**
3. Some parts of the RFP seem to suggest submitting a detailed scope of work, but the services needed seem to be of an “on-call” nature. Could you please clarify what type of scope of work you would like, in light of the apparent “on call” nature of the work?  
**Yes, the RFP requests submission of the firm’s defined scope of work. Within your proposal please include your firm’s defined scope of work in addition to other elements described in the RFP.**  
**As suggested in the RFP, work will be request on an as-needed basis. We will enter into a non-committed agreement with the firm(s) selected from this RFP and as needs arise, we will form the work orders for the desired project(s).**
4. Please verify that you are not requesting a budget for services to be provided, and that it is sufficient to submit only hourly billing rates and rates for reimbursable expenses, as requested on page 14 of the RFP.  
**We recommend that you provide at minimum, your firm’s hourly billing rate and encourage you to provide more detail, including but not limited to, a calculated budget. Additionally, sample budgets can be submitted in the proposal to serve as a guideline for possible future projects.**
5. What is the general expected annual compensation likely to be paid to the consultant team for services rendered under this RFP?  
**We are committed to engaging our communities to find the best possible housing solutions. We have a newer staff team and are unsure of the projects to be developed and internal staff capacity, therefore, there is no general expected annual compensation established.**