

RFP MHA-003-2011
Social Services Providers

Questions and Answers Posted August 11, 2011

Q.1 We are a non-profit (501c3) organization. Are we considered a “small business”? How do we categorize our organization for this proposal?

Answer “Small business concern,” as used in this provision, means a concern, including its affiliates, that is independently owned and operated, not dominant in the field of operation in which it is bidding, and qualified as a small business under the criteria and size standards in 13 CFR 121. (See Form HUD-5369-C part of the RFP packet.)

Q.2 Can we serve non GGV/Marin City residents, in addition to residents?

Answer MHA funding under this RFP is intended to serve public housing residents. However, you may use leveraged non-MHA funds to serve non-residents. To the extent that activities will benefit others in the community with no extra cost associated, such as group events or group training, this is allowable.

Q.3 We will have some partners providing services, but we will be the “contractor”, they will not receive funding from this proposal or us, how should we discuss this in our proposal. Will they still be considered subcontractors?

Answer From a Section 3 perspective, subcontractor would imply a financial agreement. See “Section 3 Business Self Certification” Form (included as part of the RFP packet) states that to qualify for Section 3 under Status 3, “Twenty-five percent (25%) of the *dollar amount* of the awarded contract is subcontracted to Section 3...”

Q.4 As the owner of the lease, do we as an organization need to fulfill all the section 3 requirements, if our primary partner/subcontractor has Section 3 status?

Answer See “Section 3 Business Self Certification” Form and the Section 3 Frequently Asked Questions Form (included as part of the RFP packet, see answer to question 3 above).

Q.5 What is the below market lease rate?

Answer The rental/lease rate has not been established. This will depend upon the proposal and tenant improvement (TI) requirement from Marin Housing (space build out cost).

Q.6 What is the general maintenance that will be provided?

Answer General maintenance provided by Marin Housing will include the usual landlord responsibilities under a landlord/tenant agreement.

Q.7 Will there be any funds available for build out and improvements, how do we request that within the application?

Answer This will depend upon the proposal and tenant improvement (TI) requirement from Marin Housing (space build out cost).

Q.8 How much due diligence time on the building will we have during the RFP process OR if and when we are selected, how much time do we have to do our due diligence?

Answer You may schedule a site visit at any time during the RFP process by requesting via email to Kmckinney@marinhousing.org After selection, due diligence must be completed 30 days from contract award date.

Q.9 Whose responsibility is it to bring the building up to usable standards in the event that it is determined that there are issues during the due diligence process?

Answer Marin Housing will be responsible for providing a code compliant building envelope. Tenant improvements (interior) to be negotiated.

Q.10 Can a non-profit be considered a minority or woman "owned" enterprise?

Answer Women owned business enterprise (HUD form 5369-C) as used in this provision, means a small business that is at least 51 percent owned by a woman or women who are U.S. citizens and who also control and operate the business.

Q.11 If the proposal is submitted by a partnership, does each partner need to meet the 30% requirement or can that be met by the combined staff of the two partners?

Answer We will award only one contract per proposal. The primary contract grantee must complete the Section 3 Business Self-Certification (included as part of the RFP packet).

- Q.12 Do we need to specify to whom we'll contract for the 25% requirement or just state our commitment to meeting that stipulation?
- Answer Refer to the scoring criteria page "Proposal Evaluation: Criteria For Evaluation." Section 3: Demonstrates plan to comply or existing compliance with Section 3 Regulations. You must describe a plan.
- Q.13. If there's a third party that uses the space, do they also need to meet the Section 3 staffing requirements?
- Answer The contracting entity is responsible for meeting the Section 3 requirements.
- Q.14 In regards to the funding availability, would the \$85,000 be split over 2 years- \$42,500 each year?
- Answer This is negotiable.
- Q.15 Do we submit a budget for the full amount or for one year with anticipation of renewal?
- Answer Full amount.
- Q.16 We would need a conference room to host our classes, which serve approximately 20. Each class meets twice a week, either in the morning or the evening. The classes are 11-weeks long. What would the cost for such a space be?
- Answer The subject facility includes a meeting/classroom space to accommodate such meetings. If more than one Service Provider is selected, you will need to coordinate access. The meeting/classroom space will be included as part of the rent. The rental/lease rate has not been established. This will depend upon the proposal and tenant improvement (TI) requirement from Marin Housing (space build out cost).
- Q.17 Since we are a non-profit, do we need to complete the HUD certifications: HUD form 5369C and HUD form 55369B.
- Answer Yes, please include everything listed on Attachment 4: Checklist For Response.
- Q.18 We are not subcontracting for this proposal. Which form do we complete under the Section 3 Business Information Packet?

Answer Submit all forms. Write "Not Applicable" on forms that are not applicable to you.

Q.19 In terms of the 4,000 square feet of space, what will be the below market rate? Will the space be available 24/7 or only at limited times? In the proposal it says there are 3-4 spaces. Can they be combined?

Answer The rental/lease rate has not been established. This will depend upon the proposal and tenant improvement (TI) requirement from Marin Housing (space build out cost). Availability of the space will depend upon the proposal. The spaces can be combined.

Q.20 The proposal is for two years. What happens after the two years are over?

Answer The initial term of the contract may be for 1 or 2 years, depending upon the type of project that is selected. Marin Housing reserves the right to extend past the initial term.

Q.21 How would the services requested in the RFP align with current services being provided at GGV?

Answer This would vary depending upon the project that is selected and what was proposed.

Q.22 What is the capacity of the 4,000 square feet space?

Answer We are having our architect calculate this based on the current floor plan. The answer to this question only (Q.22) will be posted on Monday, August 15, 2011.

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Q.22 What is the capacity of the 4,000 square feet space?

Answer There is one large meeting/multi-purpose area approximately 1,400 square feet with an estimated occupancy of 80 persons. The space also includes several offices (8-10). Actual allowable occupancy of each space would need to be calculated and may change depending on the use and ultimate configuration of the space.

Q. Is it possible to see the space/schedule a walk-through?

Answer Yes. Contact Kasheica McKinney by email at KMckinney@marinhousing.org.