

Questions and Answers for RFP 2013-12 SHIP Compliance Monitoring

Q: Would this RFP happen to be Small Set Aside?

A: This RFP is for compliance monitoring of SHIP funds distributed by counties and eligible municipalities pursuant to their local housing assistance plans and may serve persons or families whose total annual household income does not exceed one hundred forty percent of the area median income, adjusted for family size.

Section 3 – Procedures and Provisions

Q: What is the process for obtaining prior written approval to subcontract or assign work awarded to the contractor? Would this approval be required prior to submission of the response? Please advise?

A: Written request must be submitted to the corporation. Request will be reviewed and a determination made whether to approve the request or not. Approval is not required prior to submission of response to the RFP.

Q: What is the anticipated start date to initiate the services?

A: Services must be provided for the term of the contract. The contract is effective upon the date the last party signs the contract.

Q: How many contractors does Florida Housing anticipate will be engaged to perform these services?

A: Florida Housing intends to select one or more qualified contractors.

Q: What is the format of the files (e.g. electronic, hard copy)? If both, what is the percentage (e.g. 60/40, 70/30)? If electronic, are these files accessible remotely? How many sites are there? Any estimate on the number of sites and files subject to review?

A: The format of the files is determined by the local governments that receive SHIP awards. The number of local governments selected for review each year is determined by Florida Housing and varies. For the fiscal year 2014 there are 119 local governments. The number of files reviewed varies depending on the size of the local government and is provided in Exhibit B, SHIP Sampling Plan.

Q: What is the status and format of the financial records and the recipient files? What is the format of the files (e.g. electronic, hard copy)? If both, what is the percentage (e.g. 60/40, 70/30)? If electronic, are these files accessible remotely?

A: The format of the files is determined by the local governments that receive SHIP awards. The number of local governments selected for review each year is determined by Florida Housing and varies.

Q: Can you provide background on the Tracking Systems (e.g. platform, capabilities, functionality)? Can the tracking systems be accessed remotely? Are they utilized for all transactions and all locations?

A: The format of the Tracking System is determined by the local governments that receive SHIP awards. Many local governments utilize a tracking system developed by the Florida Housing Coalition for this purpose.

Q: If the contractor does not meet the definition for “service provider” as described, will this item be removed from the contract?

A: No.

Q: Please provide an estimate of the size of the groups per the characteristics cited at Exhibit B.

A: The local government groupings vary based upon the amount of the SHIP award. Based on the fiscal year 2014 awards, 35% were classified as Group I, 42% as Group II and 23% as Group III. The total number of local governments for fiscal year 2014 is 119, but may also change.

Q: Is there a predetermined fee cap? What is the budget for this project? Have funds been appropriated for the first 3 years in total?

A: A negotiated fee schedule for the term of the contract will be included in the contract. The budget is determined by Florida Statute 420.9079 and is based on the appropriations amount determined annually by the legislature.