



Request for Proposals: Statewide Housing Needs Assessment Questions and Answers

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Questions related to the Georgia Housing and Finance Authority (GHFA) Request for Proposals (RFP) for a statewide housing needs assessment must be submitted by email to hfdround@dca.ga.gov. All questions were due by February 5, 2021, 4:00PM, Eastern Standard Time.

For more information, please review the RFP posted to the Department of Community Affairs (DCA) website ([click here](#)).

Date Posted	Section Referred	Question	GHFA Response
2/8/21	VII(H); XI: Price Proposal	Could GHFA share either a prospective budget estimate or its 'not to exceed' budget to meet the requirement?	The GHFA has not established a budget guide or cap for this contract; however, pursuant to Sections VII and XI of the RFP, the Price Proposal of applicants will be considered in the evaluation process.
2/8/21 Updated 2/9/21	VI: Scope of Services	How does the GHFA typically organize the state by region? Are there specific delineated regions or districts of the state of Georgia that GHFA seeks to assess?	DCA has 12 regional offices and representatives available to review on Page 5 of the Guide to Services available here . Consultants should propose a framework for the housing needs assessment that best informs how GHFA can improve future statewide analysis and program

			administration. Consultants need not propose a framework that aligns with existing GHFA practices, unless the consultant believes such practices to be the optimal framework for analysis.
2/8/21 Updated 2/9/21	VI: Scope of Services	What organizations does GHFA collaborate with at the regional level to gather information?	<p>GHFA seeks a needs assessment that expands our staff’s understanding of the landscape of partners around the state to engage for program purposes including but not limited to information gathering.</p> <p>As stated under this section, GHFA expects the housing needs assessment to involve “Identify[ing]...key stakeholders in Georgia affordable housing.” As such, while GHFA programs involve a variety of partnerships, proposals should not rely on existing GHFA partnerships to define the public engagement scope of work.</p>
2/8/21 Updated 2/9/21	General	When was the last statewide housing needs assessment completed?	<p>The “Housing Needs Assessment” section of the <i>2018-2022 State of Georgia Consolidated Plan</i> is the most recent such published analysis facilitated by GHFA (click here). This report is required of HUD grantees (24 CFR 91.1).</p> <p>However, please note that the above-referenced needs assessment is for reference only and is not intended to indicate the type, form, or scope of assessment GHFA is seeking through this RFP.</p>
2/8/21	IV: Proposal Submittal Instructions	Is it okay to include hyperlinks for sample housing needs assessments or are full copies required as part of the submittal?	Hyperlinks are sufficient for initial application purposes; however, GHFA reserves the right to request full copies for application completeness at a later date.

2/8/21	V, VII(A): Minimum Qualifications, Other Qualifications	If a consulting team has senior staff with over five years of experience with housing needs assessments and staff with less than five years of experience will they meet the minimum requirements?	Section V of the Request for Proposal states that “The Consultant shall have a minimum five (5) years of experience in housing-related research and data analysis.” If at least one member of the project team can demonstrate this experience, the application will meet Minimum Qualifications. Please note that the totality of the Consultant’s proposed project team’s experience will be considered for purposes of competitive evaluation, pursuant to Sections VII(A), VII(C), and XI.
2/8/21 Updated 2/9/21	VI: Scope of Services	Since mid-March 2020, what information has been gathered by GHFA on new construction? Rental-occupied properties? Rental-occupied properties? What datasets, either secondary sources or ones that track program use, will DCA provide for this project?	Consultant should prepare response/submission with the assumption that this will be a baseline assessment. GHFA can provide data covering allocations and the existing portfolio of properties under GHFA multifamily rental housing programs. Access to other GHFA data may be available, but may be limited in availability and consistency.
2/8/21	VII(H); XI: Price Proposal	What is the estimated project budget?	The GHFA has not established a budget guide or cap for this contract; however, pursuant to Sections VII and XI of the RFP, the Price Proposal of applicants will be considered in the evaluation process.
2/8/21	VII(H); XI: Price Proposal	What is the source of funding?	GHFA has not yet established a budget guideline for this contract, so the source of funds cannot be confirmed.
2/9/21	XI: Evaluation Process	How many points are associated with each evaluation criteria?	The criteria will form the basis of evaluation, but the criteria do not have specific point values.

2/9/21	XVI: Certification Statements and Contractor Affidavit	Are subcontractors required to submit the Certifications or is this the sole responsibility of the prime?	Any subcontractors or third parties that are required to submit any documentation as part of the RFP proposal shall also submit responses to the Certification Statements found in Section XVI(B) of the RFP.
2/9/21	XVI: Certification Statements and Contractor Affidavit; IV(F): Proposal Submittal Instructions; VII(I): Proposal Content Requirements	Are subcontractors required to submit the Contractor Affidavit or is this the sole responsibility of the prime?	Subcontractors are not required to submit the Contractor Affidavit attached to the RFP; this is only applicable to the entity or entities that will contract with GHFA. However, prior to contracting with GHFA, contractors should remit to GHFA all relevant information and documentation required of the subcontractor pursuant to O.C.G.A § 13-10-91(a), (b), and (c), in addition to any other documentation of the suboncontractor that is required under the RFP.
2/9/21	VII(D): Proposal Content Requirements- Financial Capability	To fulfill the financial capability requirement in our proposal, will financial statements from 2018 and 2019 adequately fulfill this requirement? Our independently audited financial statements for 2020 are in process and will not be available by the submission deadline.	Yes, respondents may submit the latest available financial statements.
2/9/21	XVI: Certification Statements and Contractor Affidavit	Due to the Covid-19 pandemic, we are not currently seeking notary services in person. For the contractor affidavit, will you accept a “remote notarization” in which a notary public and our signatory complete the notarization process over a live video conference rather than in person?	For purposes of satisfying Section XVI(A) of the RFP, GHFA will accept an electronically-signed or wet-signed affidavit that is notarized in a manner consistent with Georgia law, which includes the Governor’s Executive Order(s) regarding remote notarization.
2/9/21	XVI: Certification Statements and Contractor Affidavit	Will GHFA accept either of the following?	For purposes of satisfying Section XVI(A) of the RFP, GHFA will accept an electronically-signed or wet-signed affidavit

		<ul style="list-style-type: none"> • Two versions of the contractor affidavit, one with each of their inputs as counterparts, or; • electronically signed and notarized contractor affidavit 	that is notarized in a manner consistent with Georgia law, which includes the Governor's Executive Order(s) regarding remote notarization.
2/9/21	II: Overview of DCA's Housing Needs Assessment; VI: Scope of Services	Who is the intended audience for the recommendations and final deliverables?	The final report and recommendations are primarily intended for internal use. However, GHFA may post the final report to the DCA website. All documents received will be a part of the public record and subject to Georgia Open Records Act requests.
2/9/21	VI: Scope of Services; VI(C)(2); VI(C)(3)	Would the state like to convene an advisory group, or similar entity, to guide this work? Are there specific groups or types of representatives the state would want to involve in an advisory group?	As stated under Section VI, Scope of Services, GHFA seeks a housing needs assessment based on both stakeholder engagement and data analysis. However, it is outside the scope of the RFP for GHFA to convene an advisory group for purposes of the needs assessment. GHFA will not list specific organizations or types of organizations for purposes of preparing the proposal. However, once a consultant is selected, GHFA will remain a collaborative partner regarding stakeholder identification and all matters pursuant to Section VI(C)(3) of the RFP.
2/9/21	II: Overview of DCA's Housing Needs Assessment; VI: Scope of Services	Once the final statewide housing needs assessment is completed, in what ways does GHFA anticipate utilizing the findings?	GHFA anticipates utilizing the findings to inform policy decisions and program administration, where possible given program requirements. For more information, please review the programs and policy questions listed under Section VI. Scope of Services.

2/9/21	IV: Proposal Submittal Instructions	Will GHFA hold a pre-proposal webinar or additional information session prior to the February 15 deadline for submissions?	GHFA will not host a webinar prior to receiving proposals.
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