

**Questions and Answers for Request for Qualifications (RFQ) 2009-003**  
**Selection of Qualified Nonprofit Entities to Receive**  
**Preservation Technical Assistance**

**Question 1:**

Am I reading the qualifications of Section A - 7 & 8 correctly that the non-profit must have completed the development of one project containing at least 25 units, but cannot have built a second project using State funds?

**Answer:**

The language at Section Five, A.7. establishes the **minimum** experience requirement, while the language at Section Five, A.8. establishes the **maximum** experience requirement. The **minimum** experience requirement simply requires the Offeror to have completed 25 affordable units, whether in one or more projects, of any type and using any type of financing. The focus of this minimum requirement is evidence of any type of affordable housing development experience.

The **maximum** experience requirement states that an Offeror cannot have completed more than one development of any size (i.e., any number of units) financed with subsidies from Tax Exempt Bonds from Florida Housing or a Florida Local Government body, Low Income Housing Tax Credits from Florida Housing, and/or HOME Investment Partnerships Program (HOME) Rental. The focus of this maximum requirement is experience with key affordable rental financing programs; if an Offeror has shown capability of obtaining financing for and completing the construction or rehabilitation of at least two developments through the programs listed above (unless the Offeror co-developed the Development(s) with a Developer possessing the requisite skill, experience and credit worthiness to successfully produce affordable housing), Florida Housing has determined that the Offeror does not require the technical assistance that will be provided through this RFQ.

**Question 2:**

Section 5 A. (7) states COs and recorded LURAs are required. At the time the RFQ responses are due on June 19, 2009 our development that would allow us to meet the threshold will be approx. 30 days away from CO. We do have a recorded LURA. Is there a way that we could meet this threshold without the final CO? Seven (7) says, "other documentation evidencing the completion of development" can be provided. What type of documentation would this be?

**Answer:**

The language at Section Five, A. (7) states: "If a final certificate of occupancy is unavailable for a given affordable housing unit, please provide other documentation

evidencing the completion of development, including the scope of work.” Because the language does not specify what “other documentation” means, the Offer may submit any type of documentation that sufficiently evidences the completion of development and details the scope of work completed. One option might be a letter from the local government that describes the scope of work and confirms its completion.

**Question 3:**

**Section Five Evaluation Process and Criteria**

Bottom of page 8 – “Responses to the items must be included immediately after the restated items without reference to any appendix.” Is this statement only in reference to written responses, and not responses that require Offerors to attach documents? Please, clarify how to reference and attach documents that are required in the RFQ submittal, such as Certificate of Good Standing, etc.

**Answer:**

In addition to the language referenced in Question 3 above, Section Five, *Requirements and Information to Be Provided by Nonprofits*, states in part: “In providing the following information, restate each item and subitem (with its letter and number).” Therefore, the Offeror should provide a narrative response directly after restating the item and subitem. Using Section Five, Item A, Subitem 2 as an example, the Offeror should include a page that states “A. 2.” or “Item A, Subitem 2”, followed by the address number, street name and city of the physical location. If an attachment such as you described is required, the Offeror should include the attachment immediately following the page that restates the item and subitem, rather than include all attachments together at the end of the Offeror’s Proposal.

**Question 4:**

**Section Five Evaluation Process and Criteria**

A. 1.: Please clarify, are you requesting the name of the Offeror or the name of the contact person in this section, or both?

**Answer:**

The language associated with Section Five, A.1. requires the Offeror to provide the stated information for the primary contact person (individual) and any backup personnel (additional individuals) representing the Offeror (entity).

**Question 5:**

**Section Five Evaluation Process and Criteria**

A. 7.: If no final certificates of occupancy are available, what “other documentation” is sufficient? Is a letter from the local jurisdiction certifying the completion of a development, including the scope of work, sufficient?

**Answer:**

Please see the Answer to Question 2 above.

**Question 6:**

**Section Five Evaluation Process and Criteria**

A.9.: In the final line of this section you refer to Section A. Please, clarify where the responsibilities are outlined; I believe it may be Section Four.

**Answer:**

The language found at Section Five, A.9. includes a scrivener’s error. “Section A.” should read “Section Four”. The subject responsibilities include the five items listed at Section Four, *Scope of Commitments*.