

Questions and Answers for RFQ 2017-01 Credit Underwriting, Construction and Permanent Loan Servicing, and Compliance Monitoring Services

Q: Can we submit proposals via e-mail?

A: No. Proposals must be submitted in accordance with Section Three of the RFQ.

Q: Will we need to come over there for meetings?

A: Contracted vendors will need to attend certain meetings, e.g. Board meetings, and most servicer meetings may be attended by conference call. Florida Housing does not anticipate conducting any meetings related to the procurement phase of this RFQ that requires respondents to appear in person.

Q: Section Four I. C. 1. i. on page 12 - Per past directive from FHFC, the Errors and Omissions Insurance is only applicable when there is a FHFC loan and not when there are only Housing Credits. Will FHFC be modifying that language to reflect that directive?

A: No.

Q: Section Four I. C. 1. l. on page 13 - Does "as well as any restrictions related to subcontractors" refer ONLY to the subcontractor requirements/language already set forth in the Rule or are there new requirements regarding subcontractors (i.e. cannot be affiliated with Developer)?

A: The phrase, "as well as any restrictions related to subcontractors" refers to the subcontractor requirements as set forth in both the Rule, which may be amended from time-to-time, and the applicable RFA.

Q: Section Four I. C. 4. e. on page 14 - Should the market study be certified to Servicer as agent for Florida Housing or must it only be certified to Florida Housing?

A: Florida Housing prefers that the market study be certified directly to Florida Housing; however, it is acceptable if it is certified to the Servicer as an agent for Florida Housing.

Q: Section Four I. C. 5. a thru h. on pages 14 - 16 - Will a written preliminary recommendation to proceed or rescind be required of Servicer?

A: Yes.

Q: Section Four I. C. 24. a. on page 20 - Is a Cost Needs Assessment the same as a Uses of Funds section of the Credit Underwriting Report?

A: Please see Addendum #1 to RFQ 2017-01.

Q: Section Four IV. C. 2. a. on page 40 - RFQ requires monitors to be UPCS trained. Does this require external training by a certified UPCS trainer or will internal training suffice?

A: An external certified UPCS trainer or completion of the online Physical Assessment Subsystem (PASS) Uniform Physical Condition Standards (UPCS) Training in the form of the Multifamily on-line Training Course that covers the five major areas: the site, building exterior, building systems, dwelling units, common areas, and in addition, health and safety considerations, will meet this requirement.

Q: Section Four, Item IV. C. 2. a. on page 40, states the following: “The Servicers must be HUD UPCS trained and perform UPCS physical inspections of all buildings, including unit features, project amenities and grounds (including landscaping) to evaluate overall appearance and compliance requirements.” Will completion of the online Physical Assessment Subsystem (PASS) Uniform Physical Condition Standards (UPCS) Training in the form of the Multifamily on-line Training Course be sufficient to satisfy this requirement?

A: Yes.

Q: Section IV. C. 2. b) i. 1) on Page 42, at the bottom, “Housing Credit – examine the files for a minimum of twenty percent (20%) of the set-aside units (*the same files as for the units inspected*)”, the monitors were advised during the October 27, 2016 meeting that the requirement of same file/same unit was removed. Please clarify which requirement will be included in any contract.

A: The tenant files reviewed must be the same as the unit inspected.

Q: Section Six, Item B 12 on Page 51 – Are you requiring that respondents submit a copy of their SOC 1 Type 2 report as part of this RFP? If yes, please clarify that an existing report prepared under SSAE 16 is acceptable (since the SSAE 18 standard did not go into effect until May 1, 2017).

A: No report is due at the time of the submission of the response.