

Questions and Answers
RFP 2018-19 Financial Consulting Services

How much time on a monthly basis is the current consultant or consulting firm spending on the current contract for Financial Consultant Services? **The previous consultant firm averaged about 8 hours per month.**

Per Section 3.5, Proposal Cost, anticipated travel cost is requested. What type travel in the past year has been incurred and what do you anticipate in the next few years? **MHA estimates the consultant(s) should be available 1-2 hrs per week and available onsite twice a year at the least. Please adhere to the scope of work that request attendance at board meetings if needed and may be asked to perform other related tasks which could also include onsite attendance.**

Again per Section 3.5 you are requesting a total cost, I assume you are requesting a fixed fee and not proposed hourly rates, is that correct? **Please include hourly rates and total estimated costs.**

The Scope of Services references creating and maintaining budget, cash flow and disbursement schedules, an operating budget, overall tax credit analyses and related financial analyst services for various Mix-Finance, Real Estate transactions. However, Items A – G under Scope of Services sound more like general Public Housing Authority issues not necessarily related to Mix-Financed developments. **The Financial Consultant will spend 85% of their time on general public housing agency accounting related functions and about 15% of the time is devoted to mixed finance developments. MHA has three mixed finance developments and is currently under construction to add a fourth.**

Under section 3.2, the RFP says to identify similar or related work. Are we to respond with experience working with Housing Authority development in the Mixed-Financed area or overall experience with Housing Authorities, or both? Does this consulting relate only to Mixed-Financed developments or to the overall Housing Authority? (It sounds like both, but I just would like to confirm.) **Based on the previous Q&A, please advise on experience with both aspects.**

Section 3.5 of the RFP says to provide a firm total cost along with a detailed breakdown of total cost. Is there any estimate of time required to perform the various items under the contract? **MHA estimates the consultant(s) should be available 1-2 hrs per week and available onsite twice a year at the least. Please adhere to the scope of work that request attendance at board meetings if needed and may be asked to perform other related tasks which could also include onsite attendance.**

Which software do you currently use? **Yardi Voyager 7**

Do you foresee any changes in your software in the near future? **No**

Whom has been providing these Financial Consulting Services in the past and for how many years? **Casterline & Associates**

Whom is your CFO in charge of Accounting? How long have they been part of MHA? **Tamara Lewis, 4 years**

Whom is your current Auditor? **Rubino & Company**

Did you have any previous Audit Findings? **No**

What is your current PHAS score, broken down by Management, Financial, CFP and REAC Inspection? Last audited was

Management - **21**

Financial - **25**

CFP - **5**

Physical (I don't see REAC) - **36**

We use secure remote connections to all of our clients, and therefore use there in-house software for the monthly Accounting. Do you see any issues with us having a secure connection to your computer, i.e. server? **No**