



**ADDENDUM ONE**

**DATE:** August 15, 2024  
**TO:** All Respondents  
**FROM:** Sheila Brown, Procurement/Contract Administrator  
**RE:** **ADDENDUM #1 Question and Answer**

RFP Section	Specific Language/Concern	Question/Clarifications	MHA Response
General	Please confirm that as this project does not fall within the 24 CFR Part 75 requirements, Section 3 requirements are not applicable to this contract.		Any Respondents that fits the criteria for exemption as stated by HUD is exempt. Section 3 requirements <b>do not</b> apply to: 1) Material Supply Contracts - § 75.3(b), 2) Indian and Tribal Preferences - § 75.3(c), and 3) Other HUD assistance and other Federal assistance not subject to Section 3 §75.3 (d). However, for financial assistance that is not subject to Section 3, recipients are encouraged to consider ways to support the purpose of Section 3. Additionally, Professional service jobs are defined in 24 CFR 75.5 as “non-construction services that require an advanced degree or professional licensing, including, but not limited to, contracts

RFP 2024-05 Grant Writing and Funding Opportunity Research Consultant Services

			for legal services, financial consulting, accounting services, environmental assessment, architectural services, and civil engineering services.” These jobs are excluded from the reporting requirement for Section 3 and Targeted Section 3 workers because it is very difficult for grantees and contractors to recruit and hire eligible persons for these roles due to the higher wages/salaries earned for these types of jobs. See, HUD Notice: CPD-21-09.
RFP Section 2.5 (Submittal Forms) (RFP Page 5)	All forms that require a signature or initials must bear an original initial or signature.	Will digital signatures be acceptable?	Yes
RFP Section 3.1.4.7 (RFP Page 9)	An explanation and copies of forms that will be used and reports that will be submitted and the method of such reports (i.e. written; fax; Internet; etc.).	Please clarify the context for this requirement. Is this referring to deliverables that will be provided during execution of the contract?	Yes
RFP Section 3.1.4.5 (RFP Page 9)	If appropriate, how staff are retained, screened, trained, and monitored.	Please confirm that this item is not appropriate for this bid and therefore not required.	This request in the proposal is only appropriate as the agency utilizes RFPs for various projects.
RFP Section 3.1.5 (RFP Page 10)	Such information shall include the proposer’s qualifications to provide the services; a description of the background and current organization of the firm (including a current organizational chart). Include in the chart all key personnel, specialists, and consultants, who will be assigned work under a contract potentially resulting from this RFP.	The first part of the sentence appears to request a corporate organization chart, while the second half refers to the project staffing, which is typically not included in a corporate organization chart. To fulfill this requirement, can we provide both a corporate organization chart and project specific chart (that will have the key personnel)?	Yes

RFP 2024-05 Grant Writing and Funding Opportunity Research Consultant Services

RFP Section 3.1.6 (RFP Page 10)	The proposer shall submit a listing of former or current clients, including any other Public Housing Authority, for whom the proposer has performed similar or like services to those being proposed herein.	RFP Section 3.1.4.4 requests descriptions of similar work performed. For the references requested in Section 3.1.6, is there a specific number of references that MHA would like to see?	No specific number, a minimum of three is usually appropriate but Respondents can submit as many as possible.
RFP Section 3.2 (RFP Page 10)	This information shall be placed under Tab 4 Proposed Services and on the respondent's company letterhead along with the Cost Proposal Form, located on page 14 of this RFP. T	Please confirm that our cost proposal form should be proceeded by a letter on company letterhead and provided in Tab 4.	Yes
RFP Section 3.1.4.9	Request a Proposed Engagement Letter	We are not clear on the terminology. Can you please describe the desired content for this letter? Are you looking for a sample contract?	Respondents are not required to submit an engagement letter. Some include one to detail any terms that they wish to do business with the agency. MHA will determine if these terms will be added to our contract for execution.

Can you provide a checklist? **MHA Response:** The checklist to format the binder submission is located in Part III-Submissions Requirements, Section 3.1 Tabbed Proposal Submittal of the advertised RFP. If need, to request a copy of the RFP please email [sbrown@mhatoday.org](mailto:sbrown@mhatoday.org)

What documents are required? **MHA Response:** Please refer to Sections 2.5, 2.15, 3.1 and 3.3 of the advertised RFP.

Is this a hybrid or remote opportunity? **MHA Response:** This can be accomplished remotely.

Are there any in person work or training requirements? **MHA Response:** no

Will this contractor be working with any specific departments within the housing authority or affiliated organizations? **MHA Response:** Potential to work with all departments or affiliated organizations that will help facilitate securing grant funding.

What are some of the grant and funding goals of the Montgomery Housing Authority? **MHA Response:** To fund rehabilitation of housing units, development, safety and human service's needs.

Is this a year long contract? **MHA Response:** Section 2.9 Contract Terms of the advertised RFP. MHA anticipates the awarding of an initial 1-year contract with two extension options in 1-year increments, at MHA's discretion, for a total of 3 years.

**We are grateful for your interest in doing business with our Agency and we look forward to receiving a proposal from your firm.**