

## Municipal Technical Assistance RFP

### Questions and Answers

February 17, 2023

- Q: 1) The instructions state “proposals should be presented on business letterhead...” Does this mean the cover letter is presented on letterhead or does each page of the proposal need to be presented on letterhead?
- 2) Will numbers count towards the section word limits?
- 3) Will graphics using words count towards section word limits?
- A: 1) Yes, the cover letter should be presented on letterhead, and if possible, each page of the proposal as well.
- 2) Yes.
- 3) No.

February 10, 2023

- Q: I have three questions regarding the technical assistance RFP. 1) What types of projects does RI Housing have in mind for this technical assistance? 2) How much funding is available? 3) Does RI Housing have the number of firms they are selecting for this?
- A: 1) RI Housing does not have specific projects in mind for this technical assistance. We identified areas of need based upon feedback from listening sessions. We defer to municipalities to determine what projects would be useful.
- 2) \$5 million.
- 3) No. The number will depend on the number of responsive and qualified firms that respond.

February 3, 2023

- Q: Can you clarify what you need for the **Cost Proposal** component of the response?
- A: A budget outlining your fees to provide the services requested in the Scope of Work. The cost proposal should generally include what is listed in Section C on page 3 of the RFP: An itemized breakdown of billing rates and hourly costs, list of key personnel and their hourly rates, reimbursable expenses etc.

Q: As stated in the RFP, the 39 municipalities are varying geographic and population sizes and the time commitment for each activity will vary depending on a municipality's needs. I'm trying to imagine how we can provide a cost proposal for any one particular assignment when we don't know the municipality and the exact nature of the assignment.

A: Respondents are encouraged to submit a cost proposal that they feel will cover the types of assignments they can support. The cost proposal can include rates and costs for different scenarios; RIHousing is not prescriptive on how this needs to be submitted. Unfortunately, we cannot predict which municipalities will apply for assistance, and what assistance they may request.