

HOUSING AUTHORITY OF THE CITY OF GREENVILLE, SC
“General Consulting Services RFQ 2024-01R”
REQUEST FOR QUALIFICATIONS
RESPONSES TO WRITTEN QUESTIONS

1. **Q.** Please clarify whether Strategic Planning is one of the disciplines included under this RFQ. It is listed on page 4 but not on page 11. (Also note that Public Relations and Marketing are both listed on page 12 but not on page 4).

A. That is an oversight and both should have been listed on both pages.

2. **Q.** Please clarify what is meant by “municipal” in the RFQ including confirming that public housing authority experience qualifies as “municipal experience” for the purpose of this RFQ.

A. The municipal reference would only apply to very specific trades in the RFQ

3. **Q.** Please clarify how submittals should be structured if the firm is submitting for two or more areas.

For example, if a firm wished to be considered for Strategic Planning, Data Analysis and for Tax Credit Consultant, should they submit a package containing the following:

Option 1

+ (1 cover/transmittal letter, 1 electronic & 3 hard copies of a narrative*response, 1 set of completed forms, 1 set of insurance documentation and 1 sealed fee proposal for Strategic Planning)

+ (1 cover/transmittal letter, 1 electronic & 3 hard copies of a narrative*response, 1 set of completed forms, 1 set of insurance documentation and 1 sealed fee proposal for Data Analysis)

+ (1 cover/transmittal letter, 1 electronic & 3 hard copies of a narrative*response, 1 set of completed forms, 1 set of insurance documentation and 1 sealed fee proposal for Tax Credit Consultant)

A. A separate submission for each area of the proposal that the proposer is interested in

Option 2

+ (1 transmittal letter that states interest in all 3 disciplines)

+ (1 set of completed forms)

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+ (1 set of insurance documentation)

+(1 electronic & 3 hard copies of a narrative* response + 1 sealed fee proposal for Strategic Planning)

+ (1 electronic & 3 hard copies of a narrative* response + 1 sealed fee proposal for Data Analysis)

+ (1 electronic & 3 hard copies of a narrative* response + 1 sealed fee proposal for Tax Credit Consultant)

**Where narrative response = items 1 through 8 outlined on pages 9-10 of the RFQ.*

Option 3

If not one of the above, please describe what should be submitted in this scenario.

4. **Q.** If multiple disciplines are to be addressed in a single cover/transmittal letter, please clarify what GHA expects regarding the requirement to “briefly state Respondent’s understanding of the scope and describe in general terms the anticipated approach” while also keeping it under 2 pages.

A. There should be a separate statement for each area of the RFP that a response is being proposed for.

5. **Q.** We recognize that any work awarded under this RFQ will be on an ad hoc basis through task orders for specific bodies of work. However, in order to ensure that our organization’s skills, experience and capacity are a good fit for the following areas and that we can include the most relevant information in our proposal, additional descriptions of what GHA is looking for would be very helpful.

5a. For **Program Policy, Procedure Development** please provide more details about what GHA is looking for (e.g., routine Admin Plan updates, creating entirely new MTW policies, etc.). **A.** .). TGHA may request support in the creation, modification of a multitude of documents required for the administration of various HUD programs, for the management of property

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management programs or for development projects. This may involve technical or regulatory research or the administrative activities involved in the delivery of such projects.

5b. **Information Technology (IT)** is a broad category. Please provide more details as to the type of IT services Greenville is interested in and the scale (e.g., agency-wide software conversion, ongoing help desk services, review and recommendations for improving information security, etc.). **A. TGHA would only be seeking software or social media support related to IT.**

5c. For **Quality Control (HCV and Property Management Files)**, please provide more details about what GHA is looking for (e.g., routine file review, assessment of current file quality and training plan to address recommendations, etc.) **A. TGHA would be seeking qualified professionals to conduct file reviews involving HCV, PBV and LIHTC. We would expect data analysis and reporting that would assist is in determining where training plans or other success paths are indicated.**

5d. **Data Analysis** is a broad category. Please provide more details about the type of analytical skills GHA is looking for (e.g., statistical analysis, performance metrics dashboard development, mapping, etc.). **A. TGHA expects that most of the data analysis will be related to MTW or development processes and may include all of the above on a project by project basis.**