

REQUEST FOR QUOTE
TAX CREDIT COMPLIANCE SERVICES
QUESTIONS AND ANSWERS

QUESTION 1

If a M/WBE is going to be the prime contractor on this RFQ, is it required to still include M/WBE subcontractors at the 15% and 8% respectively on the proposal?

ANSWER

IHA encourages the participation of M/WBE subcontractors but the goal is to have a minimum combined total participation of 23%. It is acceptable for that to be achieved with the prime contractor.

QUESTION 2

What are the initial terms (length) of the awarded contract?

ANSWER

One year

QUESTION 3

Are all 11 communities now Section 42 properties that require the “tax credit compliance services”?

ANSWER

No

QUESTION 4

If not, then how many and how many total units or households would be subject to the compliance services?

ANSWER

859 units within 6 communities

QUESTION 5

What is the overall average occupancy rate?

ANSWER

99%

QUESTION 6

Number of units for Beechwood Gardens and Hawthorne Place were not noted in paragraph 2 on first page. How many units do these properties have?

ANSWER

The combined total of B & H as stated in paragraph 2 was 320 but is corrected to Beechwood Gardens 159 units, Hawthorne Place 162 units for a combined total for B & H of 321 units.

QUESTION 7

Is it expected that 100% of the occupied units have reviews or compliance services performed in a year?
Is a sampling approach acceptable?

ANSWER

No, sampling is not acceptable. All properties are 100% tax credit so IHA is only required by IHCD to annually complete a TIC to verify household composition and each adult member must complete a separate student state certification on an annual basis. IHA's policy is that the first year after the initial certification would be a complete recertification and each year thereafter would follow the 100% certification exemption. For purposes of this RFQ, services would require a 100% review of the first year after initial certification review and the review of any new move-ins.

QUESTION 8

By property, how many families are on a "waiting list"?

ANSWER

As of 09/30/2011 Blackburn & Twin Hills has 1,096, Beechwood & Hawthorne has 611 and Laurelwood & Rowney has 295.

QUESTION 9

Provide an estimate of how many "initial tenant" qualifications you anticipate?

ANSWER

There are no initial tenant certifications that the respondents to this RFQ will be required to perform. For purposes of this RFQ only new move-ins and annual re-certifications will be performed.

QUESTION 10

Provide an estimate of how many "tenant re-certification" are anticipated?

ANSWER

Please refer to question 7. All residents currently residing in the properties at the time of re-certifications are due. TH & B and L & R's recertification date is March 1st and B & H is November 19th.

QUESTION 11

Provide an estimate of how many "on-going tenant file reviews" are anticipated?

ANSWER Tenant file reviews are required only when the household composition changes.

QUESTION 12

Is there a requirement in regulations that the tenant files have to be reviewed within a certain number of hours?

ANSWER

No but IHA is requiring that all 2011 new move-ins and re-certifications be completed by January 15, 2012.

QUESTION 13

What is the goal or reason for quoting on both "within 48 hours" and "within 24 hours" reviews?

ANSWER

To determine if there is a cost differential between 48 hours and 24 hours?

QUESTION 14

What do you foresee the tasks or activities to be under the "Compliance & Asset Manage Training & Consulting" services on the "Bid Tab Sheet".

ANSWER

IHA may ask for training on the Section 42 program from time to time.