

REQUEST FOR QUOTE
TAX CREDIT COMPLIANCE SERVICES
QUESTIONS AND ANSWERS

QUESTION 1

Neither attachment A or B mention annual online reporting to IHCD. Am I correct, to assume, that online report is not to be part of this bid?

ANSWER

No, annual online IHCD reporting will be performed by the selected firm.

QUESTION 2

I do not see file audits as a part of the bid, only file reviews, is this correct? There is some confusion when I read through the bid and Q&A.

ANSWER

Correct, there are no file audits. Since the selected firm will be performing file reviews on all new applicant files and recertifications, there is no need for file audits. These will be performed by IHA.

QUESTION 3

“Total Qualification Package” is mentioned on attachment B, what is this to include?

ANSWER

This includes the complete file i.e. TIC, income calculations, student status, etc.

QUESTION 4

“On-going Tenant File Review” is mentioned on attachment B, what is this to include?

ANSWER

Once the firm provides the file review and provides IHA with needed corrections, the file will be sent back to firm to review until it is approved.

QUESTION 5

Listed in the Submittals section of the RFQ, it asks for the submission of a Certificate of Insurance and then later asks for Current Insurance. What is Current Insurance in reference to?

ANSWER

A current certificate of insurance must be submitted with your response.