



GOVERNMENT OF PUERTO RICO
PUERTO RICO HOUSING FINANCE AUTHORITY

October 26, 2023

ADDENDUM #1

REQUEST FOR PROPOSAL FOR GRANT MANAGEMENT SERVICES FOR HOME-AMERICAN RESCUE PLAN (HOME-ARP) PROGRAM

In accordance with section 1 and section 2 of the RFP, the PRHFA is publishing the following clarifications to the RFP.

The Request for Proposals (RFP) is modified as set forth in this Addendum. The original RFP documents remain in full force and effect, except as modified by this Addendum, which is hereby made part of the RFP. Respondent shall take this Addendum into consideration when preparing and submitting its Proposal.

This Addendum #1 to the RFP addresses questions received from interested entities during the RFP's questions period. The following responses, corrections, clarifications, additions and/or revisions shall take precedence over the original documents.

QUESTIONS

Question 1:

Please clarify if the certifications listed in Section 3.3 must be submitted with the proposal.

Answer 1:

The selected proposer must submit the certifications before the contract execution. In the case of small and minority businesses, women's business enterprises, and labor surplus area firms, they must provide their certification with the proposal to receive the bonus points.

Question 2:

Will PRHFA provide a list of the insurances required in Section 3.8?

Answer 2:

In general, the PRHFA requires applicable insurances with Hold Harmless Agreement, 30-day prior notice of cancellation, and Puerto Rico Housing Finance Authority as "Additional Insured", for example: *Commercial Liability, Automobile Liability, Employer's Liability and/or Professional Liability.*

Question 3:

Please clarify if the evidence of insurance coverage mentioned in Section 3.8 must be submitted with the proposal.

Answer 3:

The selected proposer must provide evidence of the required insurance coverage before the contract execution.

Question 4:

Are specific deliverables expected regarding monitoring and compliance activities?

Answer 4:

Yes. The selected proposer must provide support to PRHFA to address all matters related to HUD monitoring PRHFA's HOME-ARP Program (provide documentation, manage visits, answer monitoring reports, address, and complete corrective actions). Also, in coordination with PRHFA, the contractor will conduct all phases of monitoring subrecipients.

Question 5:

Can PRHFA confirm if the risk management assessments in relation to the HOME-ARP grant will be targeted to subrecipients and/or at an enterprise level?

Answer 5:

Both.

Question 6:

Can PRHFA confirm if the frequency of the invoices related to work performed is expected to be monthly?

Answer 6:

Yes. The selected proposer must submit its invoices for a month's work and the corresponding supporting documentation to PRHFA in the first ten (10) days of the following month.

Question 7:

Can PRHFA inform what will be the expected reasonable timeframe to reimburse the selected proposer for work performed after invoice submission?

Answer 7:

If the invoices and supporting documentation are deemed appropriate by PRHFA, payments could be issued during the next thirty (30) days. If the selected proposer has to clarify the invoices and/or supporting documentation, the timeframe depends on the time it takes the proposer to submit the corresponding clarification.

Question 8:

How many individuals does PRHFA anticipate applying for grants?

Answer 8:

Around 50 to 60 applicants.

Question 9:

How many internal PRHFA users are expected to utilize the grant management software?

Answer 9:

PRHFA's HOME Program and related staff (initially 10 persons).

Question 10:

How many external PRHFA users are expected to utilize the grant management software?

Answer 10:

One person per subrecipient entity.

Question 11:

Will PRHFA consider creating an allowance for the grant management system software?

Answer 11:

Yes. It will be allowable to include the grant management system costs as part of the proposal budget and be included in the monthly invoices. (None of the costs, including this one, are expected to be paid in advance).

Question 12:

Can the Agency provide an estimate or a range of subrecipients and/or developers that may receive awards? This would assist the proposer with estimating the level of effort that may be required.

Answer 12:

Around 50 to 60.

Question 13:

We understand that \$2,479,221 is budgeted for Non-Profit Operating. Are these funds anticipated to be awarded to non-profits through sub-recipient agreements? Can you clarify how the funds are intended to be utilized by the Non-Profits?

Answer 13:

Yes, the funds will be awarded through subrecipients agreements. These funds are intended to be utilized in eligible costs for the Non-Profit Operating activity according to HOME-ARP regulations (see HOME-ARP notices issued by HUD).

Question 14:

Has the Agency begun accepting applications/proposals?

Answer 14:

No. PRHFA is not receiving subrecipients' application/proposals yet.

Question 15:

Does the agency have an estimate as to the types of positions that will be needed and the estimated number of hours for each position?

Answer 15:

No. Each Proposer must have a sufficient quantity of qualified personnel to comply with the Scope of Work (SOW) in the RFP. The Proposer must determine what positions it needs and their estimated hours to comply with the SOW.

Question 16:

Will the Proposer need to secure facilities or will the vendors staff be collocated with agency staff?

Answer 16:

It is expected that the selected proposer's staff performing tasks related to HOME-ARP services provided to PRHFA will be collocated in PRHFA's facilities. The selected proponent's normal operations staff not related to HOME-ARP services provided to PRHFA, cannot be working at PRHFA's site.

Question 17:

Can the Agency provide an estimate on the number of user accounts for Grants Management System? This would include those accounts that are internal to the agency and those that are external to end users/subrecipients? This will assist in understanding the number of licenses that may be needed.

Answer 17:

10 licenses for PRHFA's HOME-ARP Program staff and 1 for each subrecipient.

Question 18:

Will the Proposed Grant Management System need to interface with IDIS for data transfers?

Answer 18:

It does not need to have an interface with IDIS, but the data must be available in a format easy to transfer to and conciliate with IDIS.

Question 19:

Will the Proposer be responsible for distributing payments using the Grants Management System or will the Proposer only review/recommend payments?

Answer 19:

The selected proposer will be responsible only for reviewing and recommending payments. PRHFA's corresponding staff will distribute payments.

Question 20:

Will the Agency distribute Payments to Sub Recipients and/or Developers using the Agency's payment upon approval by Grants Manager recommendation?

Answer 20:

Yes. PRHFA will use its own payments system.

Question 21:

Please confirm that other small and minority businesses and women's business enterprises certifications accepted by other PRDOH agencies will be acceptable for this proposal.

Answer 21:

Yes. The certification must be issued by a recognized government entity, professional association and/or non-profit organizations with expertise in these matters (e.g., SBA).

Question 22:

Please, confirm that the Scope of Work (“SoW”) is that HFA is, exclusively, for the implementation of the “Puerto Rico HOME-ARP” allocation plan approved by the U.S. Department of Housing and Urban Development (“HUD”) submitted by HFA on March 31, 2023.

Answer 22:

Yes.

Question 23:

Will the SoW include activities regarding the other (entitlement) units who received an allocation under the HOME-ARP programs? (e.g., Aguadilla, San Juan, etc.)

Answer 23:

No. Some entitlement municipalities have received HOME-ARP funds to develop their own activities.

Question 24:

Please, confirm that the SoW includes determination of eligibility regarding non-entitlement units to be selected for the HOME-ARP program. (Page 13, Section 38 under Trainings and Supervision).

Answer 24:

Yes. Not only for non-entitlement units, but for all proposed projects.

Question 25:

Will the Proponent be expected to perform the tasks entirely on an HFA site?

Answer 25:

Yes. PRHFA will provide working space at its site only for staff performing tasks related to HOME-ARP services provided to PRHFA. The selected proponent’s normal operations staff not related to HOME-ARP services provided to PRHFA, cannot be working at PRHFA’s site. For some tasks, like subrecipient monitoring, the selected proposer will be expected to do some work outside PRHFA’s offices (e.g., visit subrecipients’ sites).

Question 26:

If HFA expects Proponent to perform the tasks entirely on-site, will HFA provide a working space, utilities, office equipment and internet access to allow the Proponent’s team to perform the expected tasks?

Answer 26:

Yes, except for office equipment. PRHFA's will only provide working space, utilities, and internet access at its site for the selected proponent's staff performing tasks related to HOME-ARP services provided to PRHFA.

-----END OF ADDENDUM #1-----