#2021-6 CNI Technical Assistant Consultant

Answers

1.       Submission of Package

Page 9 of the bid package, item #28, states in part “

“Respondents are to submit:

         One original RFP Package with original signature

         Three (3) copies of the RFP Package

Page 23, under “SUBMISSION OF RFP PACKAGE also requires a respondent to submit:

Hard copies including

         An original and three (3) copies of the RFP Proposal Packages

         A Letter of Transmittal and the Presentation Package are to be in a sealed envelope bearing the title of the proposal and number of the proposal in front and are to be delivered to:

Mrs. Jasmine Kee, Purchasing Specialist

Housing Authority of the City of Camden

2021 Watson Street, 2nd Floor

Camden, NJ 08105

Respondents are to include:

o   One original RFP Package with original signature

o   Three (3) copies of the RFP Package

*Are both transmittal methods required?*  Both methods are requiring the same thing. One (1) original and three (3) hard copies are to be mailed to the person at the address stated above. Pricing is the only item submitted to the Housing Agency Marketplace.

*Should the Letter of Transmittal be included with online submission through the Marketplace, as well?*  No, the transmittal can be included within the hard copy proposal.

 2. NOTARIZED DOCUMENTS

Only one of the required documents (Respondent Affidavit, page 34) specifically lists New Jersey as the origin of the notary service.  Page 34 has New Jersey listed in error. The state in which you reside should be entered. See the corrected form attached.

*Should all of the notarized statements (Stockholder Disclosure Certification page 29, Affidavit of Equal Opportunity Compliance, page 30, and Form of Non-Collusion Affidavit, (page 33) be notarized in New Jersey?*

3. Page 14 of the RFP states “The Grantee must submit the People/Supportive Services plan within 9 months of the Grant Award Date for HUD’s review and approval.”

*What is the official "Grant Award Date?"*  May 26, 2021

 4.     *What is the grant expiration date?* September 30, 2027

People Supportive Services Plan Submission: February, 25, 2022

5. Proposal Format

According to the information listed on the Housing Agency Marketplace … “all proposals submitted in response to this RFP must be formatted in accordance with the sequence noted below.

|  |  |  |
| --- | --- | --- |
| Sequence | Housing Agency Marketplace | Page 16 of the Scope of Work |
| 1 | Proposed Cost | Management Criteria |
| 2 | Management Criteria | Technical Criteria |
| 3 | Technical Criteria | Proposed Cost |

*Which proposal format sequence should be used?*

Or, if three sets of responses are to be submitted to both the Housing Agency Marketplace and also to Ms. Kee at the Housing Authority of the City of Camden, *should the sequence be followed according the who the proposal set at delivered?* Each proposal submission format shall include the minimum of the following: Management and technical Criterial and Proposed Cost. Both columns above the state the same requested information one is just out of order beyond HACC’s control due to the Marketplace system. Please follow the format found on page 16 of the request for proposal.

6. Also, this section of the Housing Agency Marketplace also states that “Each category must be separated by index dividers numbered (which number extends so that each tab can be located without opening the proposal.”

Hard copies submitted to the housing authority can easily include extending numbered index dividers, *how can this be done with an electronic submission that is by its nature a copy and not an original?* The only electronic submission required is the cost (hourly rate). All other information requested should be included in your hard copy proposal submissions.

**RESPONDENT'S AFFIDAVIT**

**(This Affidavit is part of the Proposal)**

**State of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**County of\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

being duly sworn, deposes and says that he resides at

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_that he is the

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_who signed the

(give title)

above Proposal or Proposal, that he was duly authorized to sign and that the Proposal or Proposal is the true offer of the Respondent, that the seal attached is the seal of the Respondent and that all the declarations and statements contained in the Proposal are true to the best of his knowledge and belief.

Subscribed and sworn to before me at

this day of 20\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Respondent (Seal)

Notary Public

My Commission Expires