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April 24, 2013

To: All Interested Bidders

Re: RFQ774882S

Management & Other Related Services of the Superstorm Sandy Housing Incentive Program "SSHIP"

Quotation Submission Due Date: April 29, 2013 (12:00 p.m. Eastern Standard Time)

MODIFICATION #2

The following constitutes Addendum #2 to the above referenced solicitation. This addendum is divided into the following parts:

Part 1: Answers to questions.

Part 2: Additions, deletions, clarifications and modifications to the RFP

It is the bidder's responsibility to ensure that all changes are incorporated into the original RFP.

All other instructions, terms and conditions of the RFP shall remain the same.

PART 1
Management & Other Related Services of the Superstorm Sandy Housing Incentive Program “SSHIP”
RFQ #774882S]

Answers to Questions

Note: Some of the questions have been paraphrased in the interest of readability and clarity. Each question is referenced by the appropriate RFP page number(s) and section where applicable.

| # | Page # | RFP Section Reference | Question | Answer |
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| 1 | N/A | N/A | When will the State of New Jersey and/or the New Jersey Department of Community Affairs post all the answers to the questions? | Answers to questions received will be posted on April 24, 2013. |
| 2 | Pg. 13-14 | 3.1.1 – “Start-Up of Program Operations & Administration | Please confirm whether the requirement for the software system to be cloud based in 3.1.1 refers to a true cloud, or does this requirement mean that the system must be web-accessible from any location. If it is a true cloud, should it be public or private? | A cloud based system anticipating access through the web specified was to aid in rapid start-up avoiding the need for the contractor to establish a location based IT Network which would take time and resources. The cloud can be the vendors based cloud or a public cloud that complies with federal government security standards. |
| 3 | Pg. 13 | 3.1.1 – “Start-Up of Program Operations & Administration | Based on the Administrative Requirements what State-provided assets does the Department anticipate the Contractor will manage? | The Contractor would be required to manage State assets should the State provide facilities for any of the Housing Assistance Centers or should it decide to provide equipment in lieu of the Contractor purchasing equipment. |
| 4 | Pg. 13 | 3.1.1 – “Start-Up of Program Operations & Administration – Number 3 | Is the Contractor expected to build the interfaces with other systems used by the state, RREM contractor, Small Rental contractor, etc? | Yes, the Contractor will build the interfaces between RREM and Small Rental Contractors. However, the State is developing a MIS system and related interface for DCA for aggregating data for financial management, production reporting, compliance reporting and auditing. DCA will provide |

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| | | | | the Contractor with a format to transfer all data to the State. |
| 5 | Pg. 13 | 3.1.1 – “Start-Up of Program Operations & Administration | Will the State facilitate the discussion with RREM and Small Rental construction contractors? | The State may assist in the coordination between the SSHIP, RREM and Small Rental Contractors. The State expects the Contractor to initiate its own communication system. |
| 6 | Pg. 13 | 3.1.1 – “Start-Up of Program Operations & Administration | Are certain contractors registered or approved to perform work on this project? | No. As of now, there are no preregistered or prequalified contractors registered or approved to perform work on this project. |
| 7 | Pg. 14 | 3.1.1 – “Start-Up of Program Operations & Administration – Number 14 | The Contractor is required to lease space for the RREM and Small Rental Contractors. Does the DCA have an estimate on the office space requirements needed by these two Contractors? | DCA does not have an estimate of the office space requirements needed by the RREM and Small Rental contractors. The Contractor will need to meet with the selected RREM and Small Rental Contractors to determine space needs. |
| 8 | Pg. 14 | 3.1.1 – “Start-Up of Program Operations & Administration – Number 14 | Does the Department want the Contractor to acquire adequate space for other Contractors (ie Construction) to co-locate? If so, what other entities will utilize the space? | It is expected that the SSHIP Contractor will have adequate space for the RREM and Small Rental Contractors to meet with Applicants to the programs as necessary. It is not expected that the SSHIP Contractor will provide space for Construction Contractors other than incidental to the work of the RREM or Small Rental Contractors. |
| 9 | Pg. 14 | 3.1.1 – “Start-Up of Program Operations & Administration – Number 14 | The Contractor is required to manage assets. Aside from program documentation, what assets does DCA intend to have the Contractor manage? | Please see answer to # 3. |

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| 10 | Pg. 14 | 3.1.1 – “Start-Up of Program Operations & Administration – Number 14 | The Contractor is responsible to develop procedures for property disposition. Are these properties acquired for disposition part of the future buyout programs? Or are these properties acquired through foreclosure of Housing Program loans due to the applicant’s default under the Program policies? Will the Contractor be responsible to provide legal services to foreclose on those loans deemed in default under the Program policies? | The Housing Programs are not anticipated to come into title of properties and therefore a disposition procedure will not be required. |
| 11 | Pg. 14 | 3.1.1 – “Start-Up of Program Operations & Administration – Number 27 | Does the 6 month outreach indicate that the Department will publish a deadline on the receipt of applications near the end of the Outreach activity? | There has been no determination as to whether there will be a hard deadline to submit applications for the housing assistance programs. The goal of the programs is to address needs of those displaced which suggests that as many of the applicants as possible would apply within the first 6 months. The Contractor will remain fully responsible for outreach activities in order to fully subscribe the available funds for the Housing Assistance Programs to ensure that they are expended within 2 years. |
| 12 | Pgs. 15-17 | 3.1.2 - Program Intake | References are made to “the Contractors of RREM and Small Rental.” Please explain the significance and role(s) of these Contractors. | The RREM and Small Rental Contractors will manage, among other tasks, the process to determine the Duplication of Benefits, create the Scope of Work on a property, conduct bidding to secure a Home Builder/General Contractor and oversee the Construction process and compliance for CDBG-DR on behalf of the State. |

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| 13 | Pgs. 15-17 | 3.1.2 - Program Intake | Are English and Spanish the only languages required for forms, community outreach, etc.? | <p>Yes, pursuant to Federal Regulations, forms, applications and other vital documents are required to be in English and Spanish.</p> <p>Community outreach should be provided in other languages as reasonable based on areas where affected populations may speak languages other than English and Spanish. The Contractor should anticipate ways to reach out and communicate with those communities.</p> |
| 14 | Pgs. 15-17 | 3.1.2 - Program Intake | Please clarify that based on the language in Item 33 in a hypothetical situation; an applicant could be eligible for all three sources of funds. | Yes, an applicant could be eligible for all three sources of funds. |
| 15 | Pgs. 15-17 | 3.1.2 - Program Intake | Will there be any restrictions to participation if the Prior Storm Value (PSV) has been significantly exceeded by the currently outstanding liens discovered during review? | The program guidelines do not currently have restrictions against participation for properties whose overall Pre Storm Value is exceeded by outstanding liens. As noted in the Draft Policies that were attached to the RFQ, applicants who have lost ownership of their homes due to foreclosure, or are in foreclosure proceedings, are <u>ineligible</u> for assistance. |
| 16 | Pgs. 15-17 | 3.1.2 - Program Intake | The Contractor is responsible for the intake of applicants for housing programs. Aside from the RREM and Small Rental Programs, for which Housing Programs will the Contractor take applications? | The Contractor will take Applications for the Homeowner Resettlement Program also known as the Incentive Program, the Homeowner RREM program and the Small Rental Program as described in the Action Plan submitted to HUD. |

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| 17 | Pgs. 15-17 | 3.1.2 - Program Intake | The Contractor is responsible for timely referral of applicant files to the RREM and Small Rental Contractors. When will these Contractors be in position to process the referrals? | Separate RFQ's are being issued to solicit Quotes for RREM Contractor(s) and Small Rental Contractors. Those RFQ's will be posted via GSA eBuy shortly. |
| 18 | Pgs. 15-16 | 3.1.2 - Program Intake - Numbers 12 & 29 | The Contractor is responsible to make recommendations to the Applicants so that they receive the greatest amount of benefits and provide technical assistance. When will the state have the final versions of these Policies available for all Housing Programs in order to make these recommendations? | DCA anticipates providing updated draft housing policies to the selected contractor and finalizing the policies in consultation with the selected Contractor. |
| 19 | Pg. 15 | 3.1.1 – Program Intake - Number 17 | Are the preregistered applicants electronic records or paper files? If electronic, how will the data be provided to the Contractor? How many applicants have pre-registered? | The State is not doing preregistration; however, the State is assembling a list of interested prospective applicants. This information will be provided to the contractor electronically. |
| 20 | Pg. 16 | 3.1.2 – Program Intake - Number 23 | Does the Department have an existing portal that is to be used? What other "key State websites" are to be linked to? | No, the State is developing one as noted in Question #4. The Contractor will not have link to any other State websites. |
| 21 | Pg. 16 | 3.1.2 – Program Intake - Number 23 | Does the portal need to be in Spanish as well as the application? | Yes, all public access vital documents must be in English and Spanish. |
| 22 | Pg. 16 | 3.1.2 – Program Intake - Number 27 | When will the policies and procedures for SSHIP be developed and provided to the Contractor? | Please see the answer to Question # 18. |

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| 23 | Pg. 17 | 3.1.2 – Program Intake - Number 29 | Does the Department want to know lien holders for all properties or is this specific to Small Rental? | The Contractor may be asked to advise Applicants regarding existing lien holders for participants in Resettlement, RREM and Small Rental programs. |
| 24 | Pg. 17 | 3.1.2 – Program Intake - Number 31 | The Contractor is responsible to satisfy all lien holders. Is it DCA's intent to allow lien holders the right to deny Applicants the ability to enter the housing programs? | The Contractor is not responsible to satisfy all lien holders; it is the Homeowner's or property owner's responsibility to satisfy lien holders. No, it is not DCA's intent to allow lien holders the right to deny Applicants the ability to enter the housing programs. |
| 25 | Pg. 18 | 3.1.3 – Eligibility & Benefits Determination | Will the contractor be responsible for reviewing and approving intended uses of funds (e.g. energy usage, historical preservation, and mitigation) prior to disbursement or during the term of the award? If so, please define general requirements. | The Contractor is not expected to be responsible for approving intended use of funds for the Incentive/Resettlement program. The RREM and Small Rental programs use of funds are described in the Scope of Work for the property. |
| 26 | Pg. 18 | 3.1.3 – Eligibility & Benefits Determination – Number 8 (a) | Is a copy of the SSHIP policy available? Are all Applicants required to have title insurance, or will they be deemed to be ineligible for the programs without title insurance? | See Question # 18 regarding the SSHIP policy. No, Applicants are not required to have title insurance to participate in housing programs. |
| 27 | Pg. 18 | 3.1.3 – Eligibility & Benefits Determination – Number 14 (a) | Who has responsibility for acquiring the PSV? | The RREM contractor or Small Rental Contractor will be required to secure the Pre Storm Value. |
| 28 | Pg. 18 | 3.1.3 – Eligibility & Benefits Determination – Number 14 (b) | Who has responsibility for acquiring the ECD? | The RREM contractor or Small Rental Contractor will be required to secure the Estimated Cost of Damage. |

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| 29 | Pg. 19 | 3.1.4 – Full Scale Operation of Incentive Program | Please confirm that the State will pay disbursements from the State Treasury accounts after final review and recommendation by the contractor. In other words, how will the contractor access funds? Will DCA have a special bank account from which the contractor will disburse funds? Or will the contractor draw down funds from the Treasury through DRGR on behalf of DCA? | DCA will handle all DRGR functions. After approval of invoices or vouchers by DCA, checks will be disbursed directly to the contractor and/or homeowners. |
| 30 | Pg. 19 | 3.1.4 – Full Scale Operation of Incentive Program | What, if any, responsibilities will the contractor have to enter data into DRGR? | None. DCA will enter data into DRGR. |
| 31 | Pg. 19 | 3.1.4 – Full Scale Operation of Incentive Program | Please clarify if the contractor is expected to build the data warehouse mentioned or if it already exists in the State systems (and therefore, the contractor will need to develop an interface). | The Contractor is expected to have a system to store its data for transfer to the State. |
| 32 | Pg. 19 | 3.1.4 – Full Scale Operation of Incentive Program - Number 9 | Does the state already have a Data Warehouse? | Not for this purpose. It will be developed as part of the MIS system referenced in Question # 4. |
| 33 | Pg. 20 | 3.1.5 – Notice of Award for Case Monitoring through RREM & Small Rental | Indicates that the contractor will be responsible for providing legal opinions relative to eligibility and funding decisions. Will the New Jersey DCA or Attorney General's Office render a final opinion? | No. The contractor is to provide legal counsel to guide caseworkers with any legal issues/questions that may arise from an applicant's determination of eligibility. |
| 34 | Pg. 20 | 3.1.5 – Notice of Award for Case Monitoring through RREM & Small Rental | Please explain the intent of the requirement to "limit the time that Case Workers spend in the aggregate providing services to Program clients." (p.20. #5) | The Contractor is expected to appropriately manage the amount of Case Work time their staff spend with Applicants |

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| 35 | Pg. 20 | 3.1.5 – Notice of Award for Case Monitoring through RREM & Small Rental – Number 6 | Does the department envision legal services being a function of appeals or more broadly utilized in interactions with the Applicant? | As necessary, legal services may be required for determination of particular Applicant’s benefits eligibility. |
| 36 | Pg. 21 | 3.1.6 – Conduct loan closings for the RREM & Small Rental - Number 1 | Does "other sources of funds" refer to insurance, SBA, private loans, FEMA, etc. that the homeowner will be required to place into escrow? | Other sources of funds refers to any funds that are required over and above the CDBG-DR program benefit that are required to complete the scope of work on the particular property. |
| 37 | Pg. 21 | 3.1.6 – Conduct loan closings for the RREM & Small Rental - Number 2 | Who will be identifying and managing the relationships with the entity or entities that will hold funds in escrow? | The SSHIP Contractor as part of their responsibility to manage closings will be responsible to have those entities available to manage the escrow and release from escrow process. |
| 38 | Pg. 21 | 3.1.7 – Program Close-Out | Please elaborate on the expectations for “post-award rebuilding advisory services.” | Through its Case Management function, the Contractor will be responsible for assisting the Homeowner during the construction process as defined in the Operating procedures or as needed to assist in their understanding of the program and process. |
| 39 | Pg. 21 | 3.1.7 – Program Close-Out | The Contractor is responsible for program closeout. Aside from the SSHIP program, which Housing Programs is the Contractor responsible to assist on closeouts? | The Contractor is responsible for program closeout for RREM and Small Rental programs in addition to the SSHIP program. |
| 40 | Pg. 22 | 3.1.8 Quality Assurance/Quality Control | The Contractor is responsible to retain all applicant files according to the State record retention policy. Is this policy available for review? | The retention for files associated with a HUD program should for five (5) years after the State grant is closed out by HUD. The federal citation is 24 CFR 570.490(d) |

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| 41 | Pg. 22 | 3.1.8 Quality Assurance/Quality Control – Contractor Requirements – Item #3 | The Contractor is required to review pictures of damage to the property and supporting documents to match appraisal pictures. For which Housing Programs are appraisals required? | None of the Housing Programs currently require appraisals. |
| 42 | Pg. 24 | 3.1.9 Appeals - Policy Paragraph | Does the Department believe that there will be more than one closing? If so, what will trigger an additional closing? | Upon receipt of Incentive/resettlement funds, Contractor will need to secure a lien document. The RREM or Small Rental funding process will also require a Closing event to sign all documents. Depending on the size and complexity of the project, Small rental projects could potentially require a final closing at the end of the project. |
| 43 | Pg. 24 | 3.1.10 – Case Management – Number 1 | Does the Department define statistically significant as a 5% sample or another %? | The Department does not define statistically significant. |
| 44 | Pg. 24 | 3.1.10 – Case Management – Operational Compliance - Number 2 | The Contractor is responsible to monitor compliance with Housing Program policies. Which Housing Programs will the Contractor be responsible to monitor? | The Contractor will be responsible to monitor compliance with Housing Program Policies for the Incentive/Resettlement Program, the RREM Program, and the Small Rental Program. |
| 45 | Pg. 25 | 3.1.11 – Issue Tracking & Fraud, Waste & Abuse Coordination | Reference is made to a “Fraud, Waste and Abuse Contractor.” Does DCA anticipate making a separate award related to this program, and if so, what is the scope of work for the Fraud, Waste and Abuse Contractor? | The State has procured a pool of Integrity Monitors who may conduct various audits or investigations as needed. The Integrity Monitors’ scope of audit or investigation will be determined on an as needed basis by the State. |
| 46 | Pg. 26 | 3.1.12 – Document Management & Records Retention | Please provide instructions for accessing the referenced certification processes administered by the Record Management Service Branch of the Division of Revenue and Enterprise Services. | Please see response for Question # 40. |

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| 47 | Pg. 26 | 3.1.12 – Document Management & Records Retention | How soon must the requested specialized document management system be integrated with the State’s MIS systems and ready to receive information from Housing Programs? | A date is not known since the DCA IT vendor has not been procured. But rapid integration is expected. The State MIS System Contractor will work with the other State contractors to establish a standard schema to receive the data. It is expected that the SSHIP MIS establish a standard schema for the other State Contractors that it is serving. |
| 48 | Pg. 27 | 3.1.12 – Document Management & Records Retention- Number 3 | Which MIS systems are referred to in this requirement and what level of integration is required? | <p>The State is required to comply with the Open Public Records Act, P.L. 2001, CHAPTER 404, N.J.S.A. 47:1A-1 et seq. (“OPRA”) which may be found at: http://www.state.nj.us/grc/laws/act/act.pdf and the New Jersey Administrative Code Title 5, Chapter 105 N.J.A.C. 5:105 (2008) which may be found at: http://www.state.nj.us/grc/home/rules/pdf/Promulgated_Regulations.pdf.</p> <p>The Contractor shall be responsible for establishing a process to ensure that all requests made upon the Contractor for information that fall under OPRA are recorded and transmitted electronically to the State Contract Manager. OPRA requests will be processed by the State OPRA Custodian within DCA who will be responsible for disposing of same. The State may require the Contractor to establish an interface with the State OPRA system.</p> |

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| | | | | <p>The Contractor shall develop and administer a records retention plan (“RRP”), which shall comply with all State policies and procedures, State and federal record retention policies, and State and federal laws and/or regulations. The RRP shall comply with all State records storage policies, which includes but is not limited to the short and long-term housing of physical documents and electronic images (<i>i.e.</i> paper documents, emails, correspondence, training material, and policy and procedures associated with the Program, etc.) Once a RRP has been developed and approved by the State, the Contractor shall retain all records in accordance with the RRP.</p> <p>The Contractor shall adhere to State image system certification processes administered by the Record Management Service Branch of the Division of Revenue and Enterprise Services. The Contractor shall comply with the records retention and disposition requirements set forth by the State’s Department of Treasury. These requirements can be found at the following website:</p> <p>http://www.nj.gov/treasury/revenue/rms/retentiondisposition.shtml</p> <p>The State Contract Manager will</p> |

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| | | | | <p>schedule a meeting with the Record Management Service Branch of the Division of Revenue and Enterprise Services within three business days after bid award and contract execution to enable the Contractor to prepare a plan that meet the requirements of this Section. The Contractor shall secure plan approval from the Record Management Service Branch of the Division of Revenue and Enterprise Services as set forth in Exhibit 3. Contractor shall submit the approved plan to the State Contract Manager and Director prior to the start of System development.</p> |
| 49 | Pg. 28 | 3.2.1 – Anticipated Labor Categories – Letter (i) | What does the Department see as the role of the Real Estate Acquisition labor category? | No Real Estate will be purchased under this contract; however, the SSHIP Contractor will be required to secure facilities to operate the Housing Assistance Centers. |
| 50 | Pg. 29 | 3.5 – Deliverable Milestones & Performance Guarantees – Exhibit 3 | In the performance metrics does, at what point in time does the 72 days for the first 12,500 applicants begin? | The timeline begins at Contract Award. |
| 51 | Pg. 35 | 4.10.3 – “Disclosure” | Item 4.10.3 requires bidders to disclose any relationship they have with the Housing Strategy Advisor (CDM). Please confirm whether or not CDM is eligible to bid on this contract. | CDM is not eligible to bid on this contract. |
| 52 | Pg. 35 | 4.10.3 – Disclosure | Disclosure is defined as "current or past business relationship" - please define a business relationship. Is the requirement to disclose relationships with the entity referenced as the | A vendor must disclose any business relationship they may have or had with any firm or person which participated in the drafting of the RFQ. |

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| | | | Prime in the State contract? Is the requirement to disclose our relationships and our subcontract relationships? | |
| 53 | Pg. 35 | 4.10.3 – Disclosure | If you're doing program development work on behalf of the funding authority, is that an organizational conflict of interest? | Only if you had direct knowledge of this RFQ during its development. |
| 54 | Pg. 35 | 4.10.3 – Disclosure | Are there expected to be any conflicts of interest between proposers who are performing work under the work solicited through the Program and Process Management Auditing, Financial Auditing and Grant Management, and Integrity Monitoring/Anti-Fraud Services for Disaster Recovery Assistance (Hurricane Sandy)? | The Contractor may also be part of the integrity monitoring pool, however, they may not oversee or monitor a program that they administer. |
| 55 | Pg. 35 | 4.10.3 – Disclosure | Is there expected to be interface between delivery of services under the Program and Process Management Auditing, Financial Auditing and Grant Management, and Integrity Monitoring/Anti-Fraud Services for Disaster Recovery Assistance (Hurricane Sandy) contract and this contract? | No. |
| 56 | Pg. 35 | 4.10.3 – Disclosure | What is the conflict of interest standards expected to be applied to subcontractors on this effort? | No subcontractor set forth by a bidder of this contract should have had any knowledge or had a hand in preparing this RFQ. |
| 57 | Pg. 35 | 4.10.3 – Disclosure | Does the winner of this contract conflict the awardee from conducting construction management under this program in the future? | There is no blanket prohibition for the SSHIP Contractor to provide services under the RREM or Small Rental program. |
| 58 | Pg. 30 | 4.0 - Technical Quote | Is there a page number for the proposal? If so, is personnel resumes | No, there is no page limit for the proposal. |

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| | | | part of the page limit? | |
| 59 | Pg. 35 | 4.11 – Knowledge Transfer | Section 4.11 states that “Contractor’s key staff resources must be ready to begin working in Trenton, N.J. within one week after contract execution (barring personal emergencies, which will be addressed on a case by case basis).” It is very difficult to assure that staff resources are ready to begin when the date is unknown. Is it possible to set a particular date (e.g., June 1st) when the contract will get underway and personnel will be available to provide required support? | Time is of the essence and the start up of the program is critical, therefore, the State will need its contractor to be able to be on site within one week from contract execution. |
| 60 | Pg. 45 & 46 | 6.1.5. “Cost Proposal” | As noted in section 6.1.5, Tab 3 – Cost Schedules, the price quote is to be provided through the completion of the Cost Quote Template from Exhibit 4. As this program is expected to have a period of performance of at least three years how is the GSA yearly escalation to be accounted for within the template provided? | Bidder may submit a separate Cost Quote for each of three (3) contract years. Bidders are to indicate at the top of the Cost Quote which year the quote is representing (i.e. Year 1, Year 2 and Year 3 respectively). |
| 61 | N/A | N/A | Are GSA contractor teaming arrangements (CTA) permitted or must all subcontractors be mapped to the prime’s schedule? | The State requires that all subcontractors be mapped to the Prime Contractor’s schedule. |
| 62 | N/A | N/A | Should costs for IT infrastructure associated with the assistance centers be rolled into the square foot lease cost or should they be assigned to ODC? | They should be identified as Other Direct Costs. |
| 63 | N/A | N/A | Will there be proof of citizenship required for the program? | No, but proof of legal residency may be required. |
| 64 | N/A | N/A | What is the definition of income that will be used by the program to calculate LMI and Eligibility? | The program will follow CDBG income guidelines as modified by the HUD Notice of March 5, |

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| | | | | 2013 supporting the CDBG-DR Funds. |
| 65 | N/A | N/A | Is the selected contractor responsible for addressing Fair Housing, Section 3, and affirmatively furthering fair housing planning and reporting for all programs? | This Contractor will have overall responsibility for Fair Housing, addressing marketing for the housing programs and will need to meet HUD guidelines and provide any required reports on behalf of the State. The Contractor may also have responsibility for reporting on hiring as per HUD guidelines. The RREM and Small Rental Contractors will be responsible for achieving and reporting on their own Section 3 activities. |
| 66 | N/A | N/A | Is this contract anticipated to support housing incentive/RREM and rental program outreach? | Yes, the SSHIP Contractor will handle marketing and outreach for the 3 housing assistance programs – Incentive, RREM and Small Rental programs. |
| 67 | N/A | N/A | Is the contract anticipated to prepare the CDBG-DR Super Storm Sandy needs assessment? | No, this contract will not prepare the CDBG-DR Super Storm Sandy needs assessment. |
| 68 | N/A | N/A | Is the homeowner responsible for hiring his/her own contractor to repair, or is NJ going to release RREM construction contract? | To receive rebuilding funds under the Housing Assistance Programs, the Homeowner will not hire his/her own contractor. |
| 69 | N/A | N/A | How is the final payment for the final repair work going to be made? Is it through homeowner or direct payment to a contractor? | It is anticipated that the State will manage payments to Home Builders under the housing programs. |
| 70 | N/A | N/A | Is Tab 9 related to contractor competency/experience or is it part of the intended executable scope? | Tab 9 relates to Contractor competency/experience as well as to define how the Subcontractor will perform the duties set forth in the RFQ. |
| 71 | N/A | N/A | Is there a total contract compensation cap based on percentage of the grant amount for this contract? If so, how is that calculated by the various classes of funding? | The Bidder is expected to provide a cost quote for the cost to carry out the program. |
| 72 | N/A | Cost Quote | Should the cost quote include 3 years or 5 years? | See response to Question # 59. |

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| 73 | N/A | N/A | How are programs other than rental program being addressed through this effort? | This RFQ relates to the Housing Assistance Programs identified in the Action Plan – Resettlement/Incentive, RREM and Small Rental. |
| 74 | N/A | N/A | What will the role of the housing rehabilitation contractor be with regards to program implementation? For example, will the rehab contractor provide inspection services, prepare work write ups, etc, or will these be the responsibility of the homeowner and the host municipality? | The State will be procuring a firm or firms known as RREM Contractors and Small Rental Contractors under a separate RFQ to provide management of general contractors, preparation of Scopes of Work and other related activities. |
| 75 | N/A | N/A | What specific information is required from any subcontractors for the RFQ? | Bidders are to refer to Section 4.10.2 – Paragraph Two. Also, all subcontractors must meet requirements of Business Registration as outlined in Section 11.0 of the RFQ. |
| 76 | N/A | NA | Will the Contractor selected for the engagement be responsible for subcontracting with construction/home-builder type firms as part of implementation of the RREM program. If not, what will the vendor's responsibilities be related to the oversight of the RREM program? | This Contractor will not have responsibility to subcontract or oversee construction or Home-builder type firms. This contractor will provide intake, initial eligibility screening, ongoing case management of applicants as they are assisted through the RREM program. This contractor also conducts closings and escrows on behalf of applicants in the RREM program and manages the Appeals process for all 3 of the programs. This Contractor will not supervise the RREM program. |
| 77 | N/A | | Will the Contractor vendor selected for this program be responsible for construction management/inspection element of the RREM program? | This Contractor will not have responsibility for construction management/inspection services in the RREM program. |
| 78 | | | Will the vendor be responsible for the cost of making media purchases (i.e. billboards, television, and radio) | Yes, the vendor will be responsible for the cost of making media purchases, etc as |

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| | | | or postage for mass mailing as part of implementation the Outreach Plan described Section 3.1.1.1? If yes, where are these other direct costs to be captured in Exhibit 4 – Cost Quote? | outlined in Section 3.1.1.1. At the end of each task on the price quote there is a price line for other direct cost. The vendor is to submit it's pricing on that price line. |
| 79 | | | Please clarify how a loan closing referenced in Section 3.1.4 – 7) is relevant to the Incentive Program? | As per Program Guidelines of the Incentive Program, a 2-year Deed restriction (or other security as the State may determine in the final Program Policies) is required. |
| 80 | | | Please clarify whether the Program Manager and Construction Manager mentioned in section 4.11 of the RFP are additional key personnel and should be included in Exhibit 4 – Cost Quote. | The Bidder should identify all relevant Personnel and job categories that they feel are necessary to complete the tasks in Sections 3.1-3.13 and prepare their Quote accordingly. A construction manager as identified in section 4.11 of the RFQ is not needed for Start up in Trenton. |
| 81 | | | Section 5.0 specifies that rates for the contract option years will be the same as the last year of the three year contract term. This insinuates that rate escalations over the life of the contract are allowable. How should the contractor reflect this in its Exhibit 4 – Cost Quote, which appears to only provide for a single rate for each labor category for the duration of the contract? Is it acceptable to provide anticipated LOE for each year of the contract period, with rate escalations reflected accordingly? | See response to Question # 59. |
| 82 | | | Please clarify whether the state expects armed and unarmed guard services present at each of the Housing Support Centers to be established for this program, as described in section 6.3. | The State does not expect armed and unarmed guards at the Housing Support Centers. Security will be required at the Housing Assistance Centers at the State's Discretion. This service will be paid for as Other |

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| | | | | Direct Costs. |
| 83 | | | Will the Contractor's Key Staff Resources as defined on page 35 under section 4.11 be housed within state office facilities in the City of Trenton or will the contractor be required to secure office space for these staff members? Will this team be required to work in City of Trenton for the short-term or through the length of the contract? | It is anticipated that DCA will provide temporary access to State facilities in the City of Trenton for short-term, primarily during the Start-up period. The State will not provide computer access, wireless or other technology except where the Contractor is working on integration with State systems. |
| 84 | | | In Exhibit 4, Facility Pricing- does the facility price only include lease costs or should it include lease costs plus other expenses (i.e. furniture, IT systems, security, etc.)? | Facility pricing is based on lease costs only. |
| 85 | | | Please clarify if the technical evaluation criteria established in section 8.1.1 are in order of importance or have any individual percentage weighting associated with them? | The State of New Jersey does not disclose evaluation criteria weights until an award decisions made. To reveal the weighting of evaluation criteria prior to quotation submission would present an opportunity for responding vendors to "game the system" to gain evaluation points as opposed to fashioning a proposal that endeavors to satisfy the State's requirements. |
| 86 | | | Will the Contractor awarded this RFQ be allowed to bid on the pending RFQs for the administration of RREM and Small Rental Programs? | See response to Question # 57. |
| 87 | | | The division of responsibilities between the Contractor for this RFQ and the Contractors for the RREM and Small Rental Programs is unclear. Is the scope of work for the Contractors for these two programs available for review? | See response Question # 17. |
| 88 | | | NJ DCA has provided a draft policy for New Jersey Housing Incentive | See Answer to Question # 18. |

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| | | | Program. When will the final version be available? | |
| 89 | | | NJ DCA has not provided a draft policy for the RREM and Small Rental Programs. When will the draft or final version of these policies be available? | See Answer to Question # 18. |
| 90 | | | Will lead hazard reduction, lead abatement, asbestos mitigation, and code enforcement requirement costs be included within the rehabilitation "hard cost" limits as defined in the State Action Plan? | This question will be addressed in the Program Policies. See answer to Question # 18. |
| 91 | | | Once the program is in place and the system begins to function, there may be a need to alter the process to accommodate changes on the ground, numbers of cases at the various operational centers, unforeseen circumstances and so forth. The RFQ indicates that any changes in work and requests for additional work need written authorization from the State. Can you provide additional specificity about the process for hiring additional subcontractors, adding employees, reducing or shifting the workforce from one location to the next, or otherwise altering the proposed operational plan to meet changing conditions? | All changes in scope, adding and deleting subcontractors, etc. must be presented to the State Contractor Manager in writing. The State Contract Manager will work with DPP for final approval. |

PART 2

Management & Other Related Services of the Superstorm Sandy Housing Incentive Program "SSHIP" RFQ #774882S]

Additions, Deletions, Clarifications and Modifications to the RFQ

| # | Page # | RFP Section Reference | Additions, Deletions, Clarifications and Modifications |
|---|--------|--------------------------------|---|
| 1 | 5 | Section 1.0 "Purpose & Intent" | <u>Delete</u> the following sentence: The purpose of this RFQ is to solicit quotes from interested qualified firms |

| # | Page # | RFP Section Reference | Additions, Deletions, Clarifications and Modifications |
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| | | | <p>whose quote, conforming to this RFQ, is most advantageous to the State, price and other factors considered.</p> <p>Replace with the following:</p> <p>The purpose of this RFQ is to solicit quotes from interested qualified GSA firms whose quote, conforming to this RFQ, is most advantageous to the State, price and other factors considered.</p> |
| 2 | 5 | Section 1.0 "Purpose and Intent" | <p>Add the following under the paragraph:</p> <p>The Community Development Block Grant (CDBG) Disaster Recovery regulations and the State's Action Plan, as approved by Department of Housing and Urban Development (HUD) shall apply to all contracts or purchase agreements made with the State of New Jersey. The CDBG Disaster Recovery regulations can be found at:</p> <p style="text-align: center;">http://portal.hud.gov/hudportal/documents/huddoc?id=CDBG-FR_Sandy_Notice.PDF</p> <p>These terms are in addition to the terms and conditions set forth in this RFQ and should be read in conjunction with them unless the RFQ specifically indicates otherwise.</p> |
| 3 | 7 | Section 1.3 "Quotation Submission" | <p>Delete the following sentence:</p> <p>Bidders may also submit quotes via email to Jackie.kemery@treas.state.nj.us or via first class mail to:</p> <p>Replace with the following:</p> <p>Qualified GSA firms may also submit quotes via email to Jackie.kemery@treas.state.nj.us or via first class mail to:</p> |