

**Strategic Housing Working Group – Coordination Consultant**

**DQ-NHAA-2021000183**

**Responses to Questions Received by the October 1<sup>st</sup>, 2020 2:00PM Deadline**

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**Q1: Is there a budget for this engagement??**

**A1: The Program has estimated the budget for this project between \$20,000 and \$40,000, however, given the uniqueness of the SHWG and having no precedent, the range is simply a prediction. Until bids are received the final cost cannot be determined nor whether further funding will have to be sought. Given these factors, all those submitting are urged to provide a *fully accurate bid* complete with estimated hours/task, an itemized budget and rate schedule that includes fees and hourly rates. In doing so, the Program will better be able to determine an accurate budget.**

**Q2: How many quarterly meetings are included in this engagement? Four across 12 months?**

**Q2a: Do you anticipate needing a separate meeting to create the codes of conduct or will this be accomplished at the first meeting?**

**Q2b: Will all meetings be virtual?**

**A2: One meeting per quarter, for a total of four meetings in 12 months.**

**A2a: A separate meeting is not anticipated to create codes of conduct. The Program would like the consultant to propose a draft code of conduct for discussion and approval at the first meeting, if possible. If at that time it is determined that additional work needs to be accomplished, the SHWG could be engaged between meetings.**

**A2b: It is anticipated that at least the first two meetings (November & likely February) will be virtual. Depending upon COVID-19 risk existing at that time, later meetings may be virtual or in-person.**

**Q3: How many members are in the SHWG?**

**A3: As stated in Section VIII.A. paragraph 2, of the 51 applications received, 11 were selected to comprise the SHWG.**

**Q4: Are there any conflicts you anticipate arising within the SHWG? If so, what sort of conflicts are you expecting?**

**A4: The Program does not anticipate any conflicts. The reference to “conflict resolution” in the Scope of Work relates to working out differences of opinion towards a strategic direction.**

**Q5: Did an outside facilitator/communication organization help you with the stakeholder engagement process/listening sessions across the state - design and implementation? If yes, who - organization/firm and lead person?**

**A5: No**

**Q6: Is there a budget range for this project?**

**A6: Please see A1 above.**

**Q7: Is there a budget template in Bidnet? Is there a budget pricing tab and a line item tab in Bidnet?**

**A7: No. There is a Pricing tab, however, DOLA wants the bid submitted to be included as requested in Section XI. 9, 10, 11. of the DQ.**

**Q8: Does the vendor have to provide graphic design/layout for the annual report and final report? What is required for the final product to be delivered?**

**A8: Graphic design will not be required. The annual report is expected to be a professional looking document, making use of Microsoft Word or similar program(s).**