## San Mateo County Due Diligence Consultant RFQ Questions & Answers as of January 5, 2021

- Q1 Apart from the items in the NOFAs section of the Department website, are there other sample materials such as evaluation tools that can be shared with bidders?
- A1 The NOFAs are a great place to look. In particular, please review the Scoring Factors/Project Evaluation section in the NOFA labeled 'AHF8.0' under the NOFAs section of the Department website. Our department does not use software programs to assist our underwriting process.
- Q2 Should the Cost Analysis & Budget be prepared with hourly costs or costs by deliverable?
- A2 Please provide hourly costs and your estimation for total project cost.
- Q3 Is the intent to execute a contract with the selected consultant in time for that consultant to review applications to the current CDBG/HOME NOFA, which calls for applications to be submitted by Jan. 14th and staff recommendations submitted to HCDC on Feb. 11th?
- A3 The Department will request that the selected consultant provide feedback on just a few focused components of the applications, provided the contract is executed in time.
- Q4 Does the Department's review process for project funding applications include separate stages for threshold/eligibility review, financial review, and qualifications scoring?
- A4 The department has two separate review stages threshold and competitive scoring. The selected consultant will participate in both stages.
- Q5 Are there any components of the review performed by County staff or will the selected consultant be lead on all components of the review?
- A5 A number of Department staff members review every application and meet on several occasions to discuss the applications with the consultant. While the consultant will focus their review on the proforma/30-year operating budget, the Department asks that the consultant review the entire application.

January 5, 2021