



**Addendum No. 1 to RFQ 2023-22  
State Housing Initiatives Partnership (SHIP) Program  
Administration Services**

*Issued May 30, 2023*

**SECTION 1.0 SCHEDULE OF EVENTS**

Failure to comply with this or any other paragraph of this RFQ shall be sufficient reason for rejection of the Bid.

***All times listed in the Schedule of Events are Eastern Standard Time (EST).***

<i>Event</i>	<i>Date/Time</i>
Proposal Advertisement Date	May 18, 2023
Release of Request for Proposals	May 18, 2023
Questions Due from Prospective Respondent	May 25, 2023 @ 5:00 P.M.
<b>Responses to Questions Due</b>	<b>May 30, 2023</b>
<b>PROPOSALS DUE TO BOCC</b>	<b>June 20, 2023 @ 3:00 P.M.</b>
Oral Presentations (if needed)	July 12 – July 13, 2023
Posting of Selection Committee Rankings	July 17, 2023
Board Consideration of Selection Committee Rankings and Authorization to Enter Into Negotiations	August 7, 2023
Posting of Intended Award	August 8, 2023
Board Consideration of Intended Award	August 21, 2023
Posting of Notice of Award	August 22, 2023

**This addendum is being posted to provide responses to the questions that were received.**

**RFQ 2023-22 State Housing Initiatives Partnership (SHIP) Program  
Administrative Services Questions due May 25<sup>th</sup> and responses to bid questions  
due on or before June 2<sup>nd</sup>**

**Questions and Answers**

Q1: Has Wakulla run a similar program like this in the past? If yes, what vendor(s) have you used to administer these programs?

A1: Yes. Government Services Group, Inc.

Q2: Will funds be disbursed to awardees by the customer or by the vendor? If by the vendor, will the funds be released in tranches for the vendor's use, or will the vendor be invoicing the customer for reimbursement following disbursement?

A2: The County will distribute funds directly to the awardees or contractors performing services.

Q3: What is the number of anticipated clients to be served by this program?

A3: Typically, this depends on the type of application and number of applicants.

Q4: What is the total amount of funding or anticipated budget expected to be used for this project?

A4: Funding fluctuates annually based on awards provided by the State. On average the County receives approximately \$350,000 annually.

Q5: What are the grant amounts anticipated for each application?

A5: A maximum for Down Payment Assistance under the County LHAP is \$10,000. Demolition and reconstruction average approximately \$140,000 per project.

Q6: Is there any software that the winning bidder is expected to use?

A6: Any required by the State.

Q7: How long do you expect applications to be open?

A7: Timeline varies from project to project. Average applications for demolition and reconstruction may be up to 18 months.

Q8: Can you specify any language requirements?

A8: No.

Q9: Please specify any data reporting, data tracking or data metrics you would like to see.

A9: Budgeting, State reporting, and auditing requirements of the program.

Q10: What are the KPI's (Key Performance Indicators) requested/required for successfully administering this program?

A10: Compliance with the SHIP program administration requirements and successful completion of projects associated with the funding source.

Q11: Please describe any marketing, outreach or training requirements needed for this program.

A11: Knowledge of the SHIP program and associated parameters is required.

Q12: Can you disclose your anticipated "go live" date?

A12: Once a fully executed contract is completed.

Q13: What is the anticipated number of users who will need access to the platform?

A13: No specific platform required. The contracted firm will be required to administer the program in accordance with SHIP guidelines and policies.

Q14: Are we restricted by the cost format?

A14: The LHAP dictates the individual cost allocation for each type of project.