



**Request for Proposals for Consultant Services for the
Louisiana Housing Needs Assessment
Responses to Written Inquiries from Proposers
Published: May 8, 2024**

The following questions were submitted to the LHC concerning the above-referenced Request for Proposals for Consultant Services for the Louisiana Housing Needs Assessment, originally published on April 17, 2024.

1. We received the RFP for the Louisiana Housing Needs Assessment. The section below is on the certification page. We currently have a contract with Louisiana Housing Corporation for market study services. Can we still submit a proposal?

15. Proposer has no contracts currently in effect with any Louisiana governmental entity or a list of such contracts, including the contracting party, a short description of services, beginning and ending dates and contact name, title, phone and email for the contracting party is attached.

Response: The excerpted clause #15 requires would-be proposers to either certify that they have no contracts currently in effect with any Louisiana governmental entity OR to provide a list of any contracts the proposer may have with any Louisiana governmental entity along with the contracting party, a short description of the services, the beginning and ending dates of the contracts, and the contact information including the name, title, phone number, and email for the contracting party. The LHC will assess any contracts that may exist from would-be proposers upon receipt of the proposal. In the interest of transparency and impartiality, the LHC cannot advise if a proposer should or should not apply for this RFP. LHC also cannot prematurely assess if a proposer would be potentially conflicted out of this project without all of the required information listed in the above clause.

2. Please provide your estimated budget limit or budget range for this project.

Response: There is no set budget limit or budget range for this project. The Louisiana Housing Corporation expects cost proposals to be a reasonable and competitive cost based on the services required from the RFP and what is reasonable and competitive amongst industry standards for similarly qualified statewide needs assessments.

3. Page 16, Section C and Page 18, Section F require our most recent audited financial statements. We are a private company that considers our financial statements to be sensitive, proprietary information. As such, we would prefer not to provide our financial statements with our proposal. Would it be acceptable to include a letter detailing our financial stability, including information about revenue, number of employees and offices, cash balances, and lines of credit, that it is signed by our CFO, in lieu of financial statements? And/or providing our Dun & Bradstreet report?

Response: The most recent audited financial statements are required. A letter detailing a company's financial stability, including information about revenue, number of employees and offices, cash balances, and lines of credit, that it is signed by the CFO, CANNOT be used as a substitute of the required audited financial statements. Providing a company's Dun & Bradstreet report does NOT suffice as a substitute for the most recent audited financial statements as required. Any proposer concerned with submitting "proprietary or confidential information" should be sure to submit the information in accordance with the requirements listed in Section II(B) "Number of Copies" [pg. 6] and Section II(I) "Proprietary or Confidential Information" [pg. 8] of the RFP.

4. Page 40, EEE. Section 3, the link to 24 CFR Part 75; list of low and very-low-income residents and eligible businesses is broken. Could you please provide us with a list of the eligible businesses?

Response: The linked business registry on this page was simply offered as a source from HUD for Proposers looking to fulfill the requirements of Section 3. According to HUD's Section 3 portal website at https://www.hud.gov/program_offices/field_policy_mgt/section3, *The Section 3 Performance Evaluation and Registry System (SPEARS) is no longer active. SPEARS stored grantee Section 3 reports from 2012-2020. These files have been moved to an internal HUD site. Individual requests for files and other inquiries can be made through your local HUD Field Office. For more Section 3 and system updates, subscribe to "Section 3" via GOVDelivery.*

The federal requirements of Section 3 still remain as follows: The Contractor(s) is required take all necessary affirmative steps to assure that small and minority businesses, women's business enterprises, disadvantaged business enterprises and labor surplus area firms, are used when possible. See 2 CFR 200.321. The Contractor(s) is also encouraged to hire/employ as many local residents/enterprises as is consistent with providing efficient effective services under the contract(s). This includes both Contractor(s) and subcontractor personnel.

The LHC maintains a list of businesses that may be able to meet the federal requirements of Section 3, but each Proposer would still be required to perform their own due diligence if choosing to engage with any business on this list. It should be noted that this list contains businesses that self-report their certifications and the LHC does not certify or guarantee the accuracy of the information presented and is not responsible for any vendor presenting themselves at a DBE. The list is not exclusive and applicants are not required to partner with any listed entity. If you want to request the use of one of the firms listed on the LHC Minority, Women and Veteran-owned businesses directory, please reach out directly to the entity to ensure receipt of proper certification, etc.

The list can be found here: <https://www.lhc.la.gov/dbe>

5. Will a vendor-branded report be expected and used by the Housing Corporation?

Response: The resulting assessment [including any documents, data, reports, etc. used to compile and create] from this RFP shall be the property of the Louisiana Housing Corporation (LHC). The housing needs assessment will be used by the LHC and other statewide housing partners as needed. The assessment may be posted on the LHC's website for public review. Any requests for "vendor branding" or "co-branding" shall be subject to all relevant "Contract Terms and Requirements" provided in Section VI of the RFP, including, but not limited to: Confidentiality [pg. 31], Third Party Requests for Release of Information [pg. 32], Ownership of Documents [pg. 36], and Copyright [pg. 39] and any other State or federal requirements that may not be explicitly listed in the RFP.