



REQUEST FOR QUALIFICATIONS
Planning and Technical Assistance Programs

Question Responses

Request For Qualifications (RFQ) Question Responses

Responses to submitted questions and comments received in response to the RFQ- Planning and Technical Assistance Programs. Some of the questions received have been consolidated and summarized to reduce redundancy and provide clarity.

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### **Scope & Eligibility**

- Can respondents submit proposals for only portions of the scope (e.g., planning, analysis, engagement) or must teams cover all technical assistance areas outlined in Section III?
- Will MassHousing consider responses that address only one of the two major subject areas (planning vs. project management), and if so, how should this be indicated in the proposal?
- Will very small firms, sole proprietors, or niche specialists (e.g., accessibility consulting firms) be considered if they meet the minimum qualifications, or is the RFQ primarily intended for larger firms with multiple sub-consultants?

### **Teaming & Subconsultants**

- Are respondents expected to assemble a full team of sub-consultants to cover all potential work areas (funding, engagement, zoning, design, etc.), or is it sufficient to demonstrate capacity to meet the minimum criteria in Section IV?
- For specialized areas such as financial modeling (project feasibility, pro forma analysis, affordability modeling), is it acceptable to rely on sub-consultants rather than provide this expertise in-house?

**Response:** MassHousing welcomes responses from firms of all sizes and areas of expertise. While all respondents must demonstrate that they meet the Minimum Qualifications, it is not necessary to have in-house capacity across every subject or service area outlined in Section III: Scope of Work. Firms may submit proposals focused on a subset of the identified service areas. Respondents may, but are not required to,



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identify sub-consultant relationships to supplement their core capabilities and broaden the range of services offered.

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Can MassHousing engage vendors through existing contracts (e.g., PRF 76 or MassDevelopment House Doctor), or must firms apply separately under this RFQ?

Response: Firms must respond directly to this RFQ to be considered.

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**A list of at least three companies is required under References. Does the word “companies” also include municipalities or state agencies?**

Response: Yes, references may include municipalities and/or state agencies.

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What types of data analysis will be required, and how does MassHousing define or envision the role of “data providers”?

Response: Needs will vary by project, but may include zoning review, market and demographic analysis, GIS services, and data tools that support municipal planning.

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**In Section V of the RFQ, is there a missing subsection between “D. References” and “F. Support,” or is this a typo?**

**The Table of Contents lists Section V.E. “Project Plan,” but the section does not appear in the body. Should a Project Plan be included in submissions, and if so, what level of detail is expected?**

Response: The reference to Section V-E “Project Plan” is a typo; no Project Plan is required for this submission.

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What process will MassHousing use to select and assign tasks to vendors on the



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pre-approved list—will assignments be made directly, competed among vendors, or based on factors such as qualifications, availability, or a rotation system?

Response: MassHousing will select pre-approved vendors to submit project plans/proposals for specific tasks. Awards will be based on the merit of the proposal, vendor qualifications, and pricing.

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**Can MassHousing clarify the pricing requirements for RFQ responses—specifically, should respondents provide an hourly rate chart by labor category (and travel rates), or project-based pricing, given the lack of a defined scope?**

Response: Respondents should provide a general pricing chart relative to the firm's hourly rates. Project specific pricing will be established once a contract opportunity arises.

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Can MassHousing share the location and/or copy of the current (2021-2025) approved Planning and Technical Assistance Program vendor list (expiring October 14, 2025)?

Response: The current (2021–2025) Planning and Technical Assistance Program vendor list is not published on the MassHousing website. Individuals interested in this information may submit a public records request to achan@masshousing.com

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**Are the terms “vendor or supplier” under C. Culture and Values specific to consulting projects, or do they also include general business-related expenses?**

Response: The term “vendor or supplier” is inclusive of both Culture and Values along with General business.

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The RFQ states that “By submitting a response pursuant to this RFQ, the



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selected respondent agrees to enter into the Contract for Services attached as Exhibit A.” As such, will MassHousing allow modifications to the sample agreement as previously approved to align with the consulting services to be provided?

Response: MassHousing may allow negotiation around the standard contract however they will be limited and will depend on the scope of consulting services.

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**Will MassHousing apply any weighting to each of the listed evaluation criteria (for example, 15% of total score for ‘Responsiveness to requirements of RFQ’, 5% of total score for ‘Financial and organizational stability of respondent’, 10% of total score for ‘Understanding of proposed scope of services’, etc.)?**

Response: Applications will be assessed based on the criteria listed in the RFQ.

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Could MassHousing provide an estimate of the total value/budget ceiling of all work to be performed by the approved vendors?

Response: The program budget is contingent upon the annual appropriation of grant funds for the administration of Technical Assistance (TA) programs.

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**What amount of professional liability insurance would be required of a consultant undertaking comprehensive planning and design services?**

Response: This will depend on the scope of consulting services.

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Section V.C.3. of the RFQ asks for a description of employee volunteerism, community service, or charitable efforts. Does this question only pertain to any work affiliated with or sponsored by the firm, or should responses also provide information relating to employee volunteerism, community service, or charitable efforts conducted on personal time and unaffiliated with the firm?



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Respondents may include information on both organizational and individual employee volunteerism, community service, and charitable activities.

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**Could MassHousing please clarify the requirements and information that applicants should provide regarding vendors, consultants, or suppliers? Provide a breakdown of your ten largest categories of vendor, consultant, or supplier purchases over the past three years. For each category, include: total dollar amount or percentage of spend, Percentage of vendors that represent first-time engagements.**

Response: Refer to Section V (5) "Content of Responses" for the detailed list of application components MassHousing is seeking to review.