

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.

