Q: The proposal indicates that some HUD funds will be used on this proposal (Section 2.3). Should we submit the HUD forms 5369-A form and 5369-B instructions with our response to your proposal? If so, where in the proposal packet should we place the completed form? The Proposal Submittal Checklist does not list these forms.

A: the HUD-5369 form will normally be part of the Agreement exhibit after a vendor has been awarded. (Exhibit D of the sample agreement). The proposer does not need to submit it along with their proposal.

Q: The Proposal Submittal at section 4.1, regarding Part 8—Cost Analysis and Budget on page 11 requests “an itemized budget” for each service listed in the Attachment D, Scope of Services. The Scope of Services, however, asks us to provide several categories of services on demand. While we are delighted to provide each category of service, it is impossible to provide “an itemized budget” because we cannot know how often the Housing Authority will call on us to provide which services, and what the particulars of each service will be. Can we answer this portion of the RFP by providing the details of hour hourly rates and any other charges?

A: Yes. It is recommend that proposers complete and submit the information/table on page 24, in Attachment B, c. Pricing Items. This allows for a breakdown of hourly rates by attorney name and/or position (ex., partner, associate). There is also space to include fees for any other services/resources that may be available at an additional cost, such as training/workshop fees for example, should the proposer choose to include that information.