

Addendum No. 1: 09/10/2021
CDBG-MIT: Inquiries and Answers

NMHC RFP 2021-016
Consulting Services for the
Community Development Block Grant Mitigation (CDBG-MIT) Program

09/03/2021

Submitted Questions:

From: Mr Derek Sasamoto

Email Received: 09/02/2021

I would like to submit the following questions regarding NMHC RFP 2021-016, Consulting Services for the Community Development Block Grant Mitigation (CDBG-MIT) Program.

1. Section G, Financial Stability: this section states that Respondents are to provide a financial statement of responsibility and also two balance sheets for the prior two audit periods - Can you clarify what the financial statement of responsibility is? Is this just the financial statements or does NMHC require a narrative statement regarding such?

- *Financial statement of responsibility.*

*****Pursuant to NMIAC § 100-60-245 Responsibility of Bidders and Offers.*****

2. Section G, Financial Stability - for a business that has been in operation for less than one year, will it still be required to turn in balance sheets for two prior audit periods? As a proposer how should we address this situation?

- *If less than a year of operation, then provide a balance sheet for the affected CY (YTD) as the "two prior audit periods" are inapplicable. See NMIAC § 100-60-245 Responsibility of Bidders and Offerors.*

3. Appendix - Qualification and Experience Questionnaire 1.1B - this section asks for 5 years of audited financial statements. For a company that has operated for less than one year, how should this be addressed?

- *If less than a year of operation, then provide a balance sheet for the affected Calendar Year (YTD) as the "two prior audit periods" are inapplicable. See NMIAC § 100-60-245 Responsibility of Bidders and Offerors.*

From: Ms. Becky Skeelee PCRFP

Email Received: 09/02/2021

Responded: 09/03/2021

On behalf of Pacific Coastal Research & Planning and our partner Koa Consulting, we would like to submit the below questions regarding NMHC RFP 2021-016: "Consulting Services for the Community Development Block Grant Mitigation (CDBG-MIT) Program". Pacific Coastal Research & Planning (PCRFP) is a Saipan-based 501(c)(3) non-profit organization intending to submit a proposal in response to this RFP in partnership with the small business Koa Consulting. Is there any regulation that precludes a non-profit from bidding on this project? [No. RFPs are open-competitive.](#)

Other questions that we have follow,

1. What is the anticipated NTP issuance date? Hopefully, sometime in October (when the contract is executed), and provided the RFP is not confronted with any unforeseen administrative issues, e.g., filing and resolution of a formal dispute/protest.
2. Is the submission date of January 6, 2022, to HUD flexible? The deadline to submit the CDBG-MIT Action Plan has been postponed to January 6, 2022. HUD may extend the submission deadline but only for compelling and valid reason(s).
3. If not, would HUD be open to the submission of an initial draft Action Plan by January 6, with a firm time-table for the completion of stakeholder feedback and subsequent draft final and Final Mitigation Action Plan documentation? No, the Final Action Plan must be submitted by the set deadline. Drafts may be shared with HUD for review and feedback but before the submission deadline where, again, the final draft is turned in.
4. Does NMHC have a budget for completion of this Scope of Work? Yes.

Subpart C - Qualifications and Duties

§ 100-60-245 Responsibility of Bidders and Offerors

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TITLE 100: NORTHERN MARIANAS HOUSING CORPORATION

- (a) Awards shall be made only to responsible contractors. To be determined responsible, a prospective contractor must:
- (1) Have adequate financial resources to perform the contract, or the ability to obtain them;
 - (2) Be able to comply with the required delivery or performance schedule;
 - (3) Have a satisfactory performance record;
 - (4) Have a satisfactory record of integrity and business ethics;
 - (5) Have the necessary organization, experience, and skills, (or the ability to obtain them) required to successfully perform the contract;
 - (6) Have the necessary production, construction, and technical equipment facilities, or the ability to obtain them;
 - (7) Provide evidence of validity to conduct business in the Commonwealth (valid business license(s), up-to-date BGRT payments, Certificate of Good Standing from NMI Department of Labor, Certificate of Insurance Compliance from NMI Department of Commerce, Payment and Performance Bond Insurance (as applicable), Employees listing with valid permits and identification to reside and work in the Commonwealth, etc.); and
- (8) Be otherwise qualified and eligible to receive an award under applicable laws and rules.
- (b) Obtaining information. Prior to award, the Procurement Officer shall obtain information from the bidder or offeror necessary to make a determination of responsibility using the factors in subsection (a) above. The unreasonable failure of a bidder or offeror to promptly supply information in connection with an inquiry with respect to responsibility may be grounds for determination of non-responsibility with respect to that bidder or offeror.
- (c) Right of non-disclosure. Information furnished by a bidder or offeror pursuant to subsection (b) may not be disclosed outside of the office of the Procurement Officer, or any other NMHC official involved without prior consent by the bidder or offeror.
- (d) Non-responsibility determination. When a bid or proposal on which a contract award would otherwise be made is rejected because the prospective contractor is found to be non-responsible, a written determination shall be signed by the Procurement Officer stating the basis for the determination and this shall be placed in the contract file.