

Request for Proposals (RFP) Addendum #1

Agency: Minnesota Housing Finance Agency

Addendum Number: 1

Date of Addendum: 01/17/2023

Title: RFP Risk Hotline

SCOPE OF ADDENDUM

The following are changes to the RFP: (1) Posting vendor questions to the RFP and the Minnesota Housing Finance Agency's answers.

Vendor questions to the RFP and Minnesota Housing Finance Agency's answers are as follows:

1. What is the population that has access to the Hotline?

The population that has access to the hotline is unlimited. Anyone internal and external to the Agency who has a phone or computer can access the hotline and submit a report. Please refer to Section 2, item I, "Procurement Overview and Goals," included on page 3 of the Request for Proposal document for the number of staff employed by the Agency, and the Agency's recent hotline report receipt experience.

2. How is the Hotline promoted, i.e. how often and where?

The hotline is promoted on the Agency website, the websites for our federal COVID-19 assistance programs, and on the Agency's intranet Risk Management page, where the contact options are available 24/7/365. The hotline information and contact options are also documented in Agency Program Guide documents given to the agency's business partners, vendors, and contractors, and included in every Agency grant contract.

3. May responders that have expired or current contracts with the State of Minnesota bypass completing Exhibit B and rely on the current or past contract terms as a general exception to the State's sample contract attached to this solicitation?

No. Minnesota Housing presumes a responder agrees to the terms and conditions of this solicitation unless a responder takes specific exception to one or more of the conditions on this form. If a responder takes exception to any of the terms, conditions, or language in the sample contract, the responder must indicate those exceptions in this Attachment B and may not rely on terms agreed to within prior contracts with the State of Minnesota.

4. On page 7 of the packet, it says you need 3 references but on the reference template, it says you need 2. Can you please provide the total number of references required?

The total number of references required is three (3).

This addendum shall become part of the RFP and should be returned with, or acknowledged in, the response to the RFP.

RESPONDER NAME:

SIGNATURE:

TITLE:

DATE: