

CALIFORNIA TAX CREDIT ALLOCATION COMMITTEE

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MEMBERS:

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To: Interested Parties

Re: California Tax Credit Allocation Committee

Request for Proposal – CTCAC03-08

Bidders Conference – Questions & Answers

The following is a list of questions and answers from the Bidders Conference held on Friday October 31, 2008 at 1:00 pm by telephone:

1. Are there any rules or restrictions regarding subcontracting or collaboration?

There are not any restrictions against subcontracting. We will award the contract to the bid with the best score and then if they would like to collaborate with or subcontract to someone else and have them work with them that would be acceptable. Any subcontracting needs to be included in the proposal and approved by TCAC.

2. What will the scope be as far as the number of applications that will need to be reviewed by the contractor, and what portion of those applications will be looked at?

TCAC receives an average of about 80 to 90 applications per application round (there are two application rounds per year).

3. In the RFP TCAC refers to “over-the-counter” applications, what does that mean?

“Over-the-counter” simply refers to applications that are dropped off to TCAC by hand. In the RFP, it states that the applications will be given to the contractor within a certain number of days of receipt. In the case of it being dropped off to TCAC directly, or “over-the-counter”, it could be given to the contractor that same day.

4. Is there a model for the new system that TCAC is looking at creating?

We do not have a model for the new system.

5. In the RFP it mentions trips to places around the state including Los Angeles, what would be involved with this and how often would this occur?

The RFP is referring mainly to application workshops that we hold discussing our program to developers and other stakeholders. There are only three of these each year, one in Sacramento, one in Oakland, and one in Los Angeles. This usually only requires a one day trip. TCAC would cover travel costs at the regular state rates.

6. When the RFP refers to stakeholder meetings, who are TCAC's stakeholders? Are these just developers or other people as well?

TCAC stakeholder meetings would most likely involve developers as well as consultants and possibly people from outside TCAC that are involved with our program and who would be affected by a change to our services program.

7. In the RFP response/proposal, how should the narrative be put together?

You should include your breadth and length of experience, as well as your work plan and schedule along with minimum qualifications.

8. Is the RFP still open for those who did not participate in the conference?

No.

9. Can the contract be awarded if only one proposal is received?

No. If TCAC does not receive two bids by the due date listed in the RFP, we will have to issue a new Request For Proposals.