

MEMORANDUM FOR RECORD

Date: February 16, 2017

SUBJECT: Solicitation No: EX 16-R-00374; Questions and Responses.

This posting will record questions and answers submitted in writing pertaining to the listed solicitation: Request for Qualifications (RFQ) Federal Grant Writer.

1. Will MHA publish FAQs or Q & A's for this opportunity before the closing date?

Answer: This RFQ is an "Open Request", meaning it will remain open to grant writing service provider for one or more grant opportunities which will become available throughout 2017. Service providers will be pre-approved and available on an on-going as needed basis.

2. What are MHA's primary needs/focus areas? **Answer:** To have a grant writer (s) available to provide grant writing services as-needed.

3. Can you all provide an indication of the primary type of grants/contracts that the agency plan or will like to pursue? **Answer:** Upcoming grant opportunities: FEMA Fire Safety Grant, ROSS Grant, Youthbuild Grant, HUD Security and Safety Grant.

4. Why is the request written as a RFQ rather than a RFP? **Answer:** Request for Qualifications is used because MHA is seeking an entrepreneurial professional(s) with significant federal grant/contract writing experience to work with MHA and its partner organizations to seek federal grant/contract proposals.

5. Will respondents be a part of a grant pool? **Answer:** Yes, a Grant Writer pool.

6. What departmental websites are you speaking of on page two bullet #1? Are these federal agencies? **Answer:** The Grant Writer is expected to perform routine internet searches for websites that post grant notices for RFP's RFI, RFQ and NOFAs. For example, HUD is expected to post a NOFA for FEMA and the application period for FY 2017 Fire Prevention and Safety Grants soon to be announced.

Since this is an open request, any new questions that are presented will be updated to the MHA website. Though this is an open request preference for first responses by Tuesday, February 21, 2017 by 3:00 pm will be reviewed for an early selection. All other submittals will be reviewed for future opportunities.



David Walker
Contracting Officer