



## REQUEST FOR PROPOSALS FOR DEI ASSESSMENT

### QUESTIONS AND ANSWERS

Updated 9/10/21

Q1: Will there be an expectation/option for any in person interactions for the purposes of the budget?

*A1: Ideally, there will be a blend of in-person and remote interactions with NH Housing personnel. There will be an expectation that a significant percentage of interactions will take place in person. However, it is also recognized that not all interactions require in-person meetings, and that there may be significant budgetary savings, particularly for firms that are not located in-state, from conducting some work remotely. In addition, an unknown factor currently is the extent to which Covid-related precautions will be necessary when contract work begins.*

Q2. Is there a specific range of dates for the work?

*A2. As stated in the RFP, contract execution with the selected firm will take place by October 20, 2021, and the project will be required to be completed within four months of the date of the contract award. If this timeline is not feasible for an applicant, the applicant should explain why that is the case, and should provide an alternative proposed project schedule. NH Housing will entertain proposals with alternative proposed project schedules.*

Q3. Will there be a single point of contact for the organization during the execution of the contract?

*A3: Yes. The point of contact will be Jack Ruderman, Manager, Public Affairs.*

Q4. Is the NH Housing HR Director the executive sponsor of this project?

*A4. The DEI project is an initiative of the Program Equity Action Team, a key member of which is the HR Director. It is expected that the HR Director will play an integral role in the execution of this project.*

Q5. Regarding the second sub-committee that PEAT formed that will focus on the workforce and prior/ongoing DEI initiatives: (a) How many people are on this sub-committee? (b) Will this sub-committee be available (during contract performance) for info/input as needed?

*A5. There are 4 team members on the second PEAT subcommittee. This subcommittee is chaired by the HR Director and will be available to the selected consultant.*

Q6. Do you have a preference on how services are delivered: virtual? in-person?

*A6. Please see response to Q1.*

### NEW HAMPSHIRE HOUSING FINANCE AUTHORITY

32 Constitution Drive, Bedford, NH 03110  
Mail: PO Box 5087, Manchester, NH 03108

603.472.8623  
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Q7. Can I assume that the cover page and table of contents are NOT part of the 10-page limit?

*A7. Yes. Those pages do not count toward the ten-page limit.*

Q8. The RFP doesn't specifically address the submittal: Do I upload it in your e-procurement portal or can I email it to you?

*A8. Please submit proposals via email to [jruderman@nhhfa.org](mailto:jruderman@nhhfa.org).*

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