

CITY OF SAN DIEGO
FY 2015 REQUEST FOR QUALIFICATIONS (RFQ) INFORMATIONAL OVERVIEW

- Release Date – Monday, October 28, 2013
- Submission Deadline – **Monday, November 18, 2013 at 10:00 AM**
- FY 2015 RFQ Submittal Location - HUD Programs Administration/CDBG Program Office:

Lydia Goularte, CDBG Fiscal Project Manager
ATTN: FY 2015 CDBG RFQ Submittal
1200 Third Avenue, Suite 1400
San Diego, CA 92101

NOTE: RFQ PACKETS MUST BE SUBMITTED INSIDE AN ENVELOPE AND ADDRESSED AS LISTED ABOVE

- **RFQ Packet MUST include the following:**
 - A complete RFQ submittal includes:
 - One (1) complete original, signed RFQ Submittal Checklist;
 - One (1) complete original copy of the RFQ; AND
 - One (1) copy of required Fiscal Documents, Certifications, and Agency Documents listed in the RFQ Submittal Checklist, as applicable (those requiring signatures must include original signatures).

NOTE

- All application materials will be time and date stamped
- FAXED, E-MAILED OR LATE RFQ SUBMITTALS WILL NOT BE ACCEPTED
- The RFQ submittal package must be unbound and put inside an envelope;
 - In order to expedite the new RFQ process:
 1. Do not use binders, folders or similar products to submit the RFQ and supporting documentation.
 2. Do not 3-hole punch the RFQ form and/or any of the RFQ supporting documents.
 3. Do not staple any RFQ sections and/or supporting documentation.
 4. Use paper clips and/or binder clips to separate RFQ materials/documents from one another.
 5. As needed, use a rubber band or such to keep all materials together and place the RFQ Submittal Checklist on top, prior to enclosing into an envelope.
 6. Use strictly 8.5" X 11" paper and print using the Portrait orientation setting, double-sided if feasible.
 7. The font used must be Calibri size 10, and line spacing must be single. The

application form is formatted to abide by these specifications – do not change.

- All questions related to the RFQ submittal package need to be submitted in writing no later than November 14, 2013 by e-mail to CDBG@sandiego.gov so that written responses can be provided accordingly.
- One-on-One Technical Assistance may be requested for this RFQ process. The CDBG Program office will provide one-on-one technical assistance to any agency desiring further consultation in completing the RFQ and/or ensuring all requirements are met. The technical assistance service will be available Monday through Friday from 10/30/13 through 11/14/13. Note the service **will not be offered** on 11/11/13 since City offices are closed in observance of the Veterans Day holiday.
- A 30-minute One-on-One Technical Assistance meeting may be requested by sending an e-mail to CDBG@sandiego.gov. The e-mail must provide the following information for staff to be able to schedule the One-on-One Technical Assistance:
 - a) Applicant Agency name;
 - b) Names and title of agency staff that will be present at the meeting; and
 - c) Identify which whether the questions are regarding:
 - (1) Specific RFQ and submittal requirements;
 - (2) specific RFQ Agency requirements;
 - (3) RFQ fiscal requirements; and/or
 - (4) Specific project activities information included in the RFQ.

A representative of the CDBG Program Office will promptly respond with an appointment day and time. Meetings will be held at the CDBG Program Office located at 1200 Third Avenue, Suite 1400, San Diego, CA 92101.

- The CDBG Program staff will review all RFQ packages submitted for completeness and eligibility. Applicants who submit RFQ packages after the designated deadline will automatically be deemed ineligible to participate in the upcoming FY 2015 CDBG RFP process for funding consideration. These packages will not be reviewed. Written notifications will immediately be sent to agencies regarding ineligibility determinations resulting from late submittals.
- During the week of December 2, 2013, Agencies will receive written notification regarding one of the following determinations resulting from the RFQ submittal reviews:
 1. Qualified – Compliance with all submittal requirements verified; no issues identified. These agencies will be eligible to participate in the RFP process.
 2. Not Qualified – Compliance with completeness requirements verified; however,

non-compliance with other RFQ submittal requirements verified.

- a) Notifications will be sent to the Head of Agency, the Head of Fiscal and the Agency's designated RFQ Contact Person;
- b) Applicants will have seven (7) calendar days to submit a written appeal to dispute a Not Qualified determination;
- c) Additional submittal instructions will be provided in the notification correspondence;
- d) All appeals received will be reviewed no later than three business (3) days from receipt;
- e) Written notifications of the appeal results will be sent thereafter; and
- f) Final determinations will be made by the HUD Program Manager.

NOTE: NO LATE SUBMITTALS OF WRITTEN APPEALS WILL BE ACCEPTED

3. Undetermined Qualification – Applicants found to be in non-compliance with completeness requirements (missing/incomplete RFQ information and/or missing/incomplete required supporting documents) and/or information submitted needs further verification.

- a) Notifications will be sent to the Head of Agency, the Head of Fiscal and the Agency's designated RFQ Contact Person;
- b) Applicants will have seven (7) calendar days to submit missing and/or incomplete RFQ information and/or RFQ supporting documents;
- c) Submittal instructions will be provided in the notification correspondence;
- d) Document submittals will be reviewed no later than three (3) business days from receipt;
- e) Written notifications of the results will be sent thereafter; and
- f) Final determinations will be made by the HUD Program Manager, which may not be appealed.

NOTE: NO LATE SUBMITTALS WILL BE ACCEPTED

Upon conclusion of the RFQ review process, a written notification to agencies regarding their eligibility to participate in the upcoming RFP process will be provided to the Head of Agency, the Head of Fiscal and the Agency's designated RFQ Contact Person in December 2013. The upcoming FY 2015 CDBG RFP will only be issued to these eligible agencies in January 2014.