

**Addendum 1 for metroDPA Request for Proposal (RFP) # HOST-34-2022
SERVICER FOR SINGLE FAMILY HOUSING PROGRAM**

Questions from Pre-Bid Meeting held 12/2/2022

Question 1) Does Zengine allow a test you can do in advance to submitting to ensure the documents and application go through and check for technical issues?

Answer 1) Zengine does not have such a feature. HOST recommends submitting at least a day before a day before the deadline if possible. Additionally, the Procurement Administrator is available throughout the process. Please reach out as soon as possible if you encounter an issue with submitting.

Questions 2) What are the weights for the scoring criteria?

Answer 2) The evaluation criteria and scoring weights are the following:

Evaluation Criteria	Weight
A. Agency Capacity and Experience	30%
B. Equity and Diversity	10%
C. Services Provided	25%
D. Security & Tracking	15%
E. Program Budget and Financial	10%
F. Financial Risk Review by Finance Office –	10%

Question 3) Can we get a copy of the second page of the Diversity form before we enter the information on the first page?

Answer 3) There is not a way to bypass the requirement of filling out the first page to get to the second. However, HOST now has the second page of all possible questions posted on Zengine and on the HOST Procurement page.