

RFP for TA/Consulting Services under MOH Tenants at Risk Contract

Responses to Frequently Asked Questions – August 17, 2026

- **Q:** How many properties and organizations are included in the client group?
 - **A:** *On average, about 4 to 6 properties/organizations will be very active at any one time, although the vendor(s) will be expected to respond to inquiries from other Boston resident-controlled organizations with income-restricted properties. The total number of these organizations fluctuates but is estimated to be about 15-20 total (including the 4 to 8 active properties).*
- **Q:** Is there a list, a database, a library of foundational information that will be available to the consultants upon engagement?
 - **A:** *Both CEDAC and MOH maintain some information about resident-controlled organizations in Boston, which will be available to the consultants upon engagement. However, consultants will also be expected to gather information through direct contact with the resident-controlled organizations themselves.*
- **Q:** Are all the properties and organizations within the City of Boston or does CEDAC's RFP include metro-Boston, beyond?
 - **A:** *Because this is a subcontract under CEDAC's contract with the Mayor's Office of the City of Boston, all of the properties and organizations are within the City of Boston*
- **Q:** Is there a prioritization of certain properties or organizations? ("Urgent", "Important but not urgent", "Important and preventative"?)
 - **A:** *MOH, CEDAC and the consultants will meet regularly (at least monthly) and will set priorities based on property and organizational needs.*
- **Q:** Re Training: Do you envision group training for a cohort of organizations? One-on-one customized training for each client organization? Combination of both?
 - **A:** *Training will need to be customized organization to organization, depending on their particular needs, but should build on a standard curriculum covering the topics outlined in the RFP.*
- **Q:** What will be the process for Cooperatives and RCOs to engage with the contracted consultants? Will it be self-selected by the organizations themselves? Mandated by

CEDAC or the City of Boston as part of a grant or loan agreement? Promoted and secured by the consultants?

- **A: MOH/CEDAC reach out periodically to income-restricted Cooperatives and RCOs to make sure they are aware of these services. In most cases, organizations self-select to engage with the contracted consultants. There are also situations where MOH and/or CEDAC hold restrictions on the properties and require a coop/RCO to engage in training or take other action as a condition of forbearance, extension, etc.**
- **Q: What are the reporting/compliance requirements?**
 - **Monthly written narratives summarizing work during the previous month (to be submitted with invoices), plus monthly meetings with MOH/CEDAC. Additional meetings/communication as needed.**
- **Q: Is it safe to assume the fee structure is hourly plus out of pocket expenses?**
 - **A: Yes, subject to the contracted maximum.**
- **Q: Would a development consultant working under this contract --which provides basic preliminary development consulting work, including potentially identifying a permanent development consultant-- be unable to bid on or accept a role as the permanent development consultant work?**
 - **A: No, a development consultant working under this contract would be permitted to bid on or accept a role doing permanent development consultant work, so long as the demarcation is clear between the services provided under this contract and the permanent development consultant work.**
- **Q: Two different deadlines are listed. Which is correct?**
 - **A: The correct deadline was Tuesday, August 17, 2026, as stated in the RFP. However, due to the delay in posting these FAQ responses, the deadline is extended to Tuesday, August 24, 2026.**
- **Q: Are bidders expected to submit a cover letter in addition to the Cover Page provided in Appendix A?**
 - **A: Proposals will be evaluated based on the quality of their content, including any cover letter and the narrative contained in their formal proposal.**