



CALIFORNIA HEALTH FACILITIES FINANCING AUTHORITY

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California Health Facilities Financing Authority REQUEST FOR PROPOSALS Notice to Prospective Proposers

Financial Analyst Services RFP No. CHFFA01-24

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EXECUTIVE DIRECTOR
CAROLYN ABOUBECHARA

May 6, 2024

The following information is provided in response to questions received by CHFFA regarding Request for Proposal (“RFP”) number CHFFA 01-24, as shown below:

Responses to Questions:

1. Minimum Qualification #4 on page 3 says, "Within the last ten (10) years, the firm must have at least two (2) years of experience in the preparation or review of audited financial statements for non-profit health facilities." Page 5 requests a detailed list of the financial analyst services the firm has provided, including the firm's knowledge of developing state and national healthcare financing trends; as well as experience providing accounting / auditing services for audited annual financial statements where the services were provided by the firm that will be providing services under this proposed contract." **Would CHFFA allow a vendor to meet this requirement through proposed staff on the project instead of through direct firm experience?**

Answer: No. Within the last ten (10) years, the firm must have at least two (2) years of experience in the preparation or review of audited financial statements for non-profit health facilities. Additionally, prospective bidders must meet each and every “Minimum Qualifications for Proposers” discussed in Section B of the RFP.

2. “All documents contained in the original proposal package must have original signatures and must be signed by a person who is authorized to bind the firm.” **Please clarify if the instruction to include original signatures on the attachments applies to both original proposal copies requested.**

Answer: A minimum of two (2) original signatures and two (2) copies of the proposal must be submitted. The original proposal must be marked "ORIGINAL COPY". All documents contained in the original proposal package must have original signatures and must be signed by a person who is authorized to bind the firm. All additional proposal sets may contain photocopies of the original package.

3. **Will CHFFA accept digitally certifiable signatures in lieu of wet signatures?**

Answer: No. As stipulated in the Request for Proposal, wet signatures must be provided wherever required.

4. **Will CHFFA office accept proposal shipments that arrive over the weekend (May 18-19), or must shipments arrive on a business day?**

Answer: Proposals may be shipped over the weekend, provided that the proposal is received at the CHFFA office at **901 P Street, Suite 313**, Sacramento, CA 95814 by **May 20, 2024, 4:00 P.M. (PT)**, as stated in the RFP (Section C, Item #1).