



RFP #HSH2019-120 Transitional Housing Services for Families
RFP Questions and Answers
RFP Issued January 29, 2019 & Amended February 1, 2019

MINIMUM QUALIFICATIONS

- 1. Question** **Is there only one Minimum Qualification for this RFP?**
Answer Yes. The Minimum Qualification is listed on Page 12 of the RFP Amended on February 1, 2019, Section IV.C.2.1.

FUNDING & BUDGET

- 2. Question** **In the budget, must proposers itemize indirect costs?**
Answer Proposers do not need to itemize their indirect costs. However, proposers should provide a general description on which expenses are included in their indirect percentage. These should be included in the Budget Narrative.
- 3. Question** **Why is HSH re-procuring these services if some current Transitional Housing for families agreement end in June 2020?**
Answer HSH makes procurement decisions based on several factors, including aligning procurement dates of like services.

SCOPE OF WORK

- 4. Question** **How does HSH define childcare?**
Answer Please see page 5 of the RFP Amended on February 1, 2019.
- 5. Question** **Are families made up entirely of youth, 24 and under, eligible under the Population Served?**
Answer Yes, this also meets the definition of families.
- 6. Question** **Is case management mandatory? What if families are not engaged in services?**
Answer Please see pages 5-7 of the RFP Amended on February 1, 2019. Support services are voluntary, however, Support Services must be offered to all families, and providers must document their engagement with families.
- 7. Question** **Does HSH expect the lease to be signed beginning July 1, 2019?**
Answer Programs are expected to begin on July 1, 2019 and awarded providers must have site control in time to begin services.
- 8. Question** **Do proposers need to provide the MOU to show that the lease is in place?**
Answer Appendix 1: Proposal Template requires an address for the program location and a certification that proposers will have site control at the time of program operation. If additional information is required, HSH may request it at a later time.

PROPOSAL & SUBMISSION

- 9. Question** **For Appendix 1: Proposal Template, should proposers answer the questions on a separate document?**
- Answer Please see page 12 of the RFP Amended on February 1, 2019. Please only submit the Appendix 1: Proposal Template and Appendix 2: Budget Template Workbook.
- 10. Question** **Do proposers have to submit a cover page separate from the Appendix 1 Proposal Template?**
- Answer Please see page 12 of the RFP Amended on February 1, 2019. The cover page in Appendix 1: Proposal Template is the only cover page required.
- 11. Question** **On page 8 of the RFP, it states that “HSH will develop service objectives” and then on page 9, the same regarding outcome objectives. Typically the respondent includes proposed service and outcome objectives. Are proposers not supposed to submit these, with the understanding that HSH will be coming up with them later? Or are proposers supposed to create/include these?**
- Answer Proposers are asked to respond to all questions beginning on page 12 of the RFP Amended on February 1, 2019, as reflected in the Appendix 1: Proposal Template. Proposers do not need to submit service and outcome objectives.