



**HSH Request for Proposals (RFP) #141 Shelter Ancillary Services
Revised Questions and Answers
Issued: August 25, 2023**

General

1. **Question:** Does the organization responding to RFP, have to fully fund these services?
Answer: HSH anticipates program costs consistent with the reimbursement amounts included in section I.C. Anticipated Agreement Not to Exceed Amount of the RFP and will cover costs up to these amounts.

2. **Question:** Will cost of doing business still be added each year?
Answer: Per section I.C. Anticipated Agreement Not to Exceed Amount “HSH may adjust future annual amounts to account for increases in cost-of-doing business based on annual funding availability. Should HSH exercise its options to extend the contract beyond the initial term, the City may also consider changes in the annual amounts.”

3. **Question:** Is the Bidder required to be a nonprofit?
Answer: HSH encourages proposers that meet the Minimum Qualifications included in section VII. Proposal Contents and Evaluation Criteria to apply.

4. **Question:** Can you talk about the difference between grant and contract submissions?
Answer: The submission process for agreements resulting in a grant or contract is the same. Please see section I.C. Anticipated Agreement Not to Exceed Amount for information on agreement type by service and Attachment 2: Proposer Questionnaire and References UPDATE for additional information on documents to submit with your proposal.

5. **Question:** Is there a list of attachments in addition to the documents on the procurement site?
Answer: Please see section VI. Proposal Questions and Submission Requirements for additional information on submitting proposals and Attachment 2: Proposer Questionnaire and References UPDATE. Below is a list of completed documents that need to be submitted with proposals:

Meals for Navigation Centers and Shelters	Hot Meals for Alternative Shelter Sites	Shelter Transportation Services	Shelter Client Advocacy Services
<ul style="list-style-type: none"> • Appendix 1a: Meals for Navigation Centers and Shelters Application • Appendix 2a: Meals for Navigation Centers and Shelters Budget Proposal • Appendix 3a: Meals for Navigation Centers and Shelters Minimum 	<ul style="list-style-type: none"> • Appendix 1b: Hot Meals for Alternative Shelter Sites Application • Appendix 2b: Hot Meals for Alternative Shelter Sites Budget Proposal • Appendix 3b: Hot Meals for Alternative Shelter 	<ul style="list-style-type: none"> • Appendix 1c: Shelter Transportation Services Application • Appendix 2c: Shelter Transportation Services Budget Proposal • Appendix 3c: Shelter Transportation Services Minimum Qualifications • Attachment 2: 	<ul style="list-style-type: none"> • Appendix 1d: Shelter Client Advocacy Services Application • Appendix 2d: Shelter Client Advocacy Services Budget Proposal • Appendix 3d: Shelter Client Advocacy Services Minimum



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<p>Qualifications</p> <ul style="list-style-type: none"> Attachment 2: Proposer Questionnaire and References UPDATE Attachment 3: HCAO and MCO Declarations Form Attachment 4: First Source Hiring Form Attachment 5: CMD Form 3 Attachment 6a*: Minimum Qualifications Supporting Documents 	<p>Sites Minimum Qualifications</p> <ul style="list-style-type: none"> Attachment 2: Proposer Questionnaire and References UPDATE Attachment 3: HCAO and MCO Declarations Form Attachment 4: First Source Hiring Form Attachment 5: CMD Form 3 Attachment 6b*: Minimum Qualifications Supporting Documents 	<p>Proposer Questionnaire and References UPDATE</p> <ul style="list-style-type: none"> Attachment 3: HCAO and MCO Declarations Form Attachment 4: First Source Hiring Form Attachment 5: CMD Form 3 	<p>Qualifications</p> <ul style="list-style-type: none"> Attachment 2: Proposer Questionnaire and References UPDATE Attachment 3: HCAO and MCO Declarations Form Attachment 4: First Source Hiring Form Attachment 5: CMD Form 3
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**Please note, there are not templates for Attachment 6a or 6b.*

6. **Question:** Will we need to submit any other documents in addition to the forms provided on the procurement site and any documents requests in the RFP?
Answer: Please see response to Question 5 above.

Meals for Navigation Centers and Shelters

7. **Question:** Are frozen- (sic) specific to breakfast and lunch/dinner or just any two meals per day? same two meals ok, or have to be different two meals?
Answer: The Meals for Navigation Centers and Shelters provider shall provide the equivalent of two (2) meals daily, breakfast and dinner. Meals shall vary over time, so the same meal is not being served daily and guests have various options daily.
8. **Question:** Will HSH only accept bids that will provide meals to all 11 sites? Or can an agency bid to provide meals at select sites?
Answer: Please see response to question 7 above. HSH seeks proposals to provide services at all sites. Proposers may submit proposals with subcontractor/s to ensure the scope of work and requirements included in the RFP are met.
9. **Question:** Will HSH consider bids that do not offer frozen breakfast-type meals? In other words, is a proposal to provide 2 frozen meals (lunch/ dinner) acceptable?
Answer: Please see response to question 7 above, Meals for Navigation Centers and Shelters services shall provide breakfast and dinner.

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10. **Question:** Will HSH consider bids that propose to provide one meal per day?
Answer: No. Proposals shall meet scope of services included in the RFP.
11. **Question:** What is the frozen meal storage capacity at shelter sites if they don't need delivery each day?
Answer: Navigation Centers and Shelter sites have large capacity storage which varies by site. The frequency of deliveries will vary by site. Per section III.A.2. in the RFP, "The Successful Proposer shall assist Navigation Center and Shelter services providers in determining the appropriate number of meals to order, with reminders regarding days between deliveries and holiday schedules."
12. **Question:** App2a budget template references salary detail tab on Read Me page, but there is no salary detail tab on template.
Answer: Please reference Appendix 2a Meals for Navigation Centers and Shelters Budget Proposal UPDATE for updated instructions.
13. **Question:** Can you confirm that we should use Appendix 2a for the Meals for Navigation Centers budget and Appendix 2b for the Hot Meals for Alternative Shelter Sites budget?
Answer: Yes, please submit a separate Appendix 2 Budget Proposal UPDATE for each service Proposer is applying for.

Hot Meals for Alternative Shelter Sites

14. **Question:** How often will hot meals for alternative shelter sites need to be delivered? Daily? Twice daily?
Answer: Per section III.B.2. Scope of Work in the RFP, "The successful Proposer shall prepare and deliver meals (breakfast and dinner) twice a day to each of the Alternative Shelter Sites." This includes holidays.
15. **Question:** Will alternative shelter sites delivery be required 7 days per week?
Answer: Please see response to Question 9 above.
16. **Question:** What time is the dinner meal required to be delivered?
Answer: Per section III.B.2. Scope of Work in the RFP, "Meals shall be delivered at agreed upon times daily, as arranged between the successful Proposer and site staff."
17. **Question:** Where is Mission Cabins located?
Answer: Mission Cabins are located near 16th and Mission.

Shelter Transportation

18. **Question:** Will it be 1 bus plus a back up? Or will it go up to 2 buses plus a back up?
Answer: Per section III.C.3. Services Requirements in the RFP, "The successful Proposer will provide at least two vehicles with licensed and trained drivers; Provide a shuttle vehicle that carries at least twelve passengers and is wheelchair accessible." Proposers shall include their

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proposed plan to utilize two buses as a primary and back up, and/or one bus to provide transportation in the mornings and the other in the evenings.