

## SHS RFP #06-2021

### Responses to Emailed Questions as of 08/18/2021 at 5:00 PM

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1. **It would seem to me, we are Culturally Specific for our Mental Health community and culturally responsive for the LGBTQ+ and Latinx communities. So should we mark that we are culturally specific in question 2A?** Thank you for your email, and we understand and agree that this is a complex question. For the purposes of this RFP we have asked respondents to consider the definition of “culturally specific” provided in the Addendum and to select the most appropriate answer for their organization (yes or no) based upon the definition provided.
2. **if we choose not to apply for Phase 1, would we still be able to apply for Phase 2 at a later date?** Applicants who choose not to apply for SHS funding through this procurement will have future opportunities to do so. For the purposes of this RFP, Phase 2 would be a continuation of services provided in Phase 1 for the specific services described in the RFP, and we cannot say with certainty that there will be a separate future RFP for continuation of these specific services.
3. **To best ensure compliance, please confirm the “detailed budget and budget narrative” requested on page 12 is excluded from the page limit.** The detailed budget and budget narrative is not excluded from the page limit.
4. **If a specific format for the detailed budget is preferred, please describe/provide.** No specific format is preferred.
5. **To ensure receipt of electronic submissions, please confirm any file size limitations.**
  - a. **If a file size limitation exists, please confirm respondents may submit multiple emails with the required components. (e.g. 1 of 3, 2 of 3, 3 of 3)** There are no file size limitations, though a respondent may submit multiple, numbered emails as you propose if they were to encounter any unanticipated challenge in submitting a single file.
6. **On page 11, the RFP requires the proposal to be written in no smaller than 11 points. May tables, charts/graphs, and graphics be single-spaced and in a smaller font as long as legible?**  
Yes
7. **Please confirm that bidders may eliminate, truncate, and/or reduce the font size of prompts and questions.** Confirmed, respondents may do so.
8. **Would the Housing Authority of Clackamas County please confirm bidders whose proposal includes a combined solution for components have a page limit of 12 to address the Housing Navigation/Placement and Supportive Housing Case Management questions?** If applying for both service components, we will allow up to an additional two pages to accommodate the additional service component-specific question, for a total allowable page limit, exclusively for respondents applying for both components, of 8 pages.

9. **If bidding on both components,**
  - a. **could a single bidder be selected to operate both components?** Yes
  - b. **could a bidder be selected to operate only one component?** Yes
  
10. **Response to Questions #1 posted on [Clackamus.us](http://Clackamus.us) states “a budget that reflects the actual time of services is preferred. Please confirm the Phase 1 period budget should be nine months total (October 1, 2021 – June 30, 2022).** Phase 1 contracts are expected to start in the first half of October and go through June 30, 2022.
  
11. **How is the anticipated fiscal year funding of \$3,000,00 split between each component?** The specific allocation of funds between the two components will be determined at the time of contracting based on the needs of the populations to be served at that time. However, the funding for each component will be split roughly evenly.
  
12. **Describe the capabilities of the HMIS system used for monitoring the demographics of those accessing services – specifically in the areas of job seeker case management, employer activity/interactions, and fiscal (such as support service expenses).** Service Point is a HUD-compliant HMIS. Specifics of data tracking requirements will be determined in the course of contract negotiations and all necessary HMIS training will be provided by the County.
  
13. **Please provide a targeted salary range for key positions.** Please consult the total available funding, the staff-to-participant ratios described in the service component sections, and articulate your approach to staff compensation in the budget and budget narrative.
  
14. **Are current office locations available for future use? If yes, is the provider responsible for renting the facilities? If yes, what is the current rent for each location?** No, the Housing Authority does not have office locations available for use.
  
15. **Is equipment available for future use? If yes, how many computers, printers, copiers, etc. are available? Is there a cost associated with using these items? Is there an expectation that additional equipment will be needed or for existing equipment to be replaced?** No, the Housing Authority does not have equipment available for use.
  
16. **Is furniture available for future use? If yes, what is the available inventory? Is there an expectation that additional furnishings will be needed or for existing furniture to be replaced?** No, the Housing Authority does not have furniture available for use.
  
17. **If the service provider purchases any equipment (office furniture, computer, etc.), who is expected to take ownership at the end of the program?** Equipment needed for the delivery of services under this RFP should be included in the budget and budget narrative. The ownership of such equipment subsequent to the completion of the contract terms will be determined in the course of contract negotiations.
  
18. **How will overlapping contracts be handled and will there be any repercussions for applying for this this grant with a contract ending in Dec 2021? How would that be handled?** In that case no, applying for funds through this RFP will not have repercussions on existing contracts an

agency may have with the County. Services contracted for through this RFP would be additional to any existing services for which an agency may currently be contracting with the County.

**19. Will overhead cost be allowed or included in admin?** Yes, overhead costs are allowed and should be included in your budget and budget narrative.