

SHS RFP #04-2021- Proposal Meeting #2 & Reponses to Emailed Questions as of 5/7/21 at 5:30am

Any additional questions can be sent to HACCSSH@clackamas.us until 5/10/21 at 5pm

Proposal Meeting #2 – 5/5/21 at 4pm

Video Link - <https://www.youtube.com/watch?v=W-uRdxCO6Rg>

Introduction:

- This procurement closes 5/17/21 at 5pm. This is the second and last TA meeting.
- Link to the questions and answers from Proposal Meeting #1 and from emails up to 5/3/21 at 1pm <https://dochub.clackamas.us/documents/drupal/7204325a-aab9-4863-92e1-eb89848d1549>
- All questions & answers will be posted on the HACC website under Bids and on ORPIN
- All question regarding the RFP are due 5/10/21 at 5pm. Answers will be posted by 5/12/2021. June 10th is a tentative Award date.
- We may not answer all questions here in this meeting as we may need to confer with our team for an accurate answer. If the question is not answered it will be answered in writing.

Questions from Proposal Meeting #2

1. **For the budget piece of the proposal, should all budgets be written for 1 year and a renewal for next year, or should it proposed for 4 years?** The scoring committee will be recommending programs for funding; the duration and terms of any resulting contract will be determined in the course of contract negotiations. If the proposal includes a multi-year budget and budget narrative, each year should be separated clearly.
2. **Besides what is listed on the submission requirement page, does this proposal require an introduction page, table of content, etc? Should this just be a question and answers?** Submission does not require an introduction page or table of contents nor does it prohibit it. Written additions - introduction pages, table of content pages etc. – if used, would count toward your 20 page limit.
3. **Follow up to the budget question – in the responses released yesterday, it was stated that contracts would be for 4 years. So do we need a one year proposal, 4 year proposal, a one year budget, a 4 year budget? Also as we talked in the first meeting, you did not provide a budget template, so all of this has created some confusion. In question 34 of the responses released yesterday – Are we all writing 4 year proposals? Question 34. Is the length of the contract 4yrs or 8yrs? Up to 4 years.** In the RFP – Contracts may be awarded for up to 4 years.
4. **Instead of renegotiating each year, you want us to set up 4 complete years of budget including cost of living increases and fair market increases or what are you looking for in this submission?**

We are not dictating or setting a preference with respect to the length of years in the proposal or proposal budget; instead we are setting a maximum duration (4 years) for awarded contracts under this procurement. The purpose of the statement of awards for terms up to 4 years is NOT to say please submit a proposal for a 4 year program with all the budget details. It is to state that a multi-year contract of up to 4 years could be awarded from this procurement. The scoring committee will be recommending whether a proposal should receive funding; the duration and terms of any contracts resulting from those recommendations will be determined in the course of contract negotiations.

5. **Would I need to state that this is a multi-year request or could you take my one year and say we like that and we want you to do that for 4 years or do I have to actually state that with the limit of 20 pages?** The scoring committee will be determining which programs will be awarded funding whereas the duration and terms of the resulting contract will be determined during contract negotiations.
6. **I have a similar question. We are thinking about offering a growth model where we would start smaller and show expansion options. Is that acceptable.** Yes
7. **If a housing provider is providing housing through SHS funding and provides clean and sober housing with periodic UAs required, is this practice permissible based on the prescribed Housing First guidelines? (Note - UAs are conditional to their housing and they are voluntary at entry into the program. Community agreements are signed.)** A housing first system can include a limited number of drug/alcohol free housing programs. An agency wishing to propose a sober housing program will receive consideration from the scoring committee.
8. **Under housing retention support, can this provide funding for items to individuals to help them retain their housing? Such as noise cancelling items if they are being triggered by neighbor's noise?** Yes.
9. **Should the budget be written as a fiscal year or annual (calendar) year for budget?** County runs on fiscal year July 1-June 30th; fiscal year budget/budget narratives are therefore preferred.
10. **Where can I get the completed questions list? I can't find it on the HACC site?** The posted questions and answers for Proposal Meeting #1 and emailed questions up to 5/3/21 at 1pm are posted on the HACC website under the bids tab and can or you can follow this link: <https://dochub.clackamas.us/documents/drupal/7204325a-aab9-4863-92e1-eb89848d1549>
11. **Question regarding Question A3, when the RFP states that "Evictions from housing do not result in termination from the programs", is this referring to past evictions? Or is it referring to evictions from the current housing program itself?** Both. Neither past evictions nor eviction while someone is in a program in and of itself should result in termination or not being able to access a program.
12. **Does the budget narrative count towards the 20 page limit?** Yes.

13. **We are confused about the Threshold Questions as they relate to scoring and/or impact. We looked at the scoring matrix and didn't get any clarity as they aren't all listed within the matrix. So: A) Can you provide clarity as to how the Threshold Questions will be scored and/or their impact; and B) Using one threshold question as an example: C.5.1: to meet the Threshold must we answer YES on both or can we meet the threshold by only answering YES to one of the offered responses?** Page 20 of the RFP

C.5.1. Can your organization's proposed program commit to the following? Check all that apply. (*threshold question*)

- Households experiencing or at risk of homelessness are allowed to move directly into supportive housing and/or permanent housing without the requirement of first accessing immediate housing programs.
- All participants are screened through the CHA system and, where appropriate, diversion attempts are made.

Threshold questions are pass/fail thresholds for consideration of the proposal by the scoring committee and do not have associated points in the matrix. Applicants have the opportunity to provide an explanation related to any unchecked threshold box, and the scoring committee will consider the merits of any such explanation.

14. **Our organization serves some clients from Population A and some from population B. We do not target either group. How would this fit with your funding goals?** Overall funding goals are 75% for Population A - people who are experiencing or are at imminent risk of experiencing long term homelessness, have one or more disabling conditions. 25% is for population B – people who are or at substantial risk of experiencing homelessness. Your application should indicate which population to be served and how you will serve them. If your proposed program serves both populations you should articulate that with some sort of estimate of how many you anticipate you will serve in each population.
15. **If we are a single organization that is proposing several separate programs, should we be submitting one proposal for all or 3 separate proposals?** If it is service components that are related to one another as part of one program then there would be one application. Each service component should not have its own application. For example a program that includes outreach, navigation, up to supportive housing, within one overarching program that would be one application. However, if an organization/agency is applying for more than one program that are different from each other, then the agency can submit separate applications for each of these programs. Examples- an agency proposes a program operated by itself and another program operated in a partnership with a second agency; or two separate programs operated by one agency/organization that serve different populations – these situations would involve separate applications for each of these programs (and each could involve one or more service component).
16. **Question C.7.1 seems to be an either/or. This raises the question of how it will be used as a threshold.** The threshold for C.7.1 is if it is completed – applicants check one of the two boxes.
17. **Can we submit letters of support in our proposal which would be included in the 20 page count?** Yes, letters of support can be included in your proposal and yes, they would count towards your 20

page limit. The only two things that are not included in the page limit are the reference page and the proposal certification page.

18. **Are references meant to be community partners?** References could be community partners or an agency that can attest, if asked by us, to the applicant's performance and work with people experiencing homelessness.
19. **Could a reference be a participant in our program that has experienced homelessness that we have worked with?** Yes
20. **HACC team received an email from one organization that the HACCSHS email is coming back as undeliverable. Is anyone experiencing that problem?**
Participants did not indicate so.
21. **If you include one budget, do you have to actually define and say this would be for 4 years if we were awarded based on this one budget to save space or could you just list one year budget and expect it to be static? Would you recommend like stating so much, or is that just something automatically that will be up for negotiation, if awarded, for years following year one.** If a program is awarded funding the terms and duration of any resulting contract(s) will be determined during contract negotiations. Contracts can be for terms of up to four years. The Housing Authority reserves the right not to award a four year contract, even if the awarded proposal is for a 4 year proposal with a 4 year budget. During contract negotiations the organization could be contracted for one year, two years, etc. It is not required that applicants submit four years of budget narrative. They can but it is not a requirement.
22. **So theoretically if you got out of year one, it sounds like you could be renewed but openness to expansion of dollars?** Yes, there is room for negotiation, and we can talk based off the first year budget. If awarded for second or third, or possibly fourth we will take into consideration in negotiations things like cost of living changes, costs change, there would be definitely room for that.
23. **I am still very confused so I'm, I just want to let you know I am confused so I look forward to seeing the writing. There are some very unique components about this RFP and I'd like you to keep in mind how we all usually write RFP is the budget part of what you have asked for is not anything that we have ever seen before. So normally, if we were going to do for years, it would be for thorough years written with each increase put in, but I kind of heard Jaymi say you guys already know there's a cost of living increase that would occur and we can negotiate it, but I heard before now I need to put all four in. So I would just really encourage you to spend some time thinking about the written response to that, because I've heard two or three very different responses. And I want to make sure I am responding in a way that meets the needs of not only my organization, but of the population we want to serve.** The RFP requirement is for a budget and budget narrative for at least one year of program costs (and, where applicable, capacity building costs). The scoring committee will be recommending whether or not a program application should be awarded funding. The terms and duration of any resulting contract(s) will be determined during contract negotiations. Contracts resulting from this procurement will be for up to four years of

funding. A submission with a 1 year budget proposal recommended for a funding award by the scoring committee may result after contract negotiations with a multi-year contract and vice versa.

24. **Can we have those recipients serve people that aren't working with us directly? And that is a limitation we have experienced with HUD funding where people must be enrolled in dev Northwest's program, if they're going to get any services from sub recipients but if our sub recipient are serving people experiencing homelessness, can they do that work directly without us kind of gate keeping if that makes sense. So, if we want to contract for mental health services, that is funded from supportive housing services turns out to be more than our clients need can they use that to serve other people experiencing homelessness, that aren't working directly with the primary recipient.** The situation described is not necessarily precluded outright. If agency A and agency B are submitting a partnership proposal, it is not a requirement of this RFP that any participant served by agency B must also be enrolled in agency A's program. The RFP does not place any precondition or requirement on which agency is "gate keeping" program(s) access. The proposal should clearly articulate how both agencies in this example are interacting with the homeless services system (with respect to, e.g., HMIS and coordinated entry), and what the lines of responsibility are for things like reporting and eligibility.

Emailed Questions from 5/3/21 at 1pm – 5/???

25. **IS our non-profit EIN suitable for the Oregon Business Registry Number?** No, The Oregon Business Registry is an individual number given to all registered businesses in the State of Oregon. This number is required when doing business with any entity of Clackamas County. The EIN number is used for billing purposes.
26. **Are you looking for our DUNS or CAGE code, in the spot labeled "SAM.gov Number"?** The DUNS and/or CAGE code is acceptable to be listed under the SAM.gov number.
27. **Would furniture and the delivery of furniture to the household be eligible under "non-rent move-in costs" in Housing Navigation and Placement?** Yes
28. **Would furniture and the delivery of furniture to the household be eligible under "other wrap-around supports" in Wrap-Around Services?** Yes
29. **We support the housing organizations in providing furniture for their clients transitioning into housing, but we do not provide housing. Would this preclude Community Warehouse from submitting an application?** No, CW would not be precluded from submitting an application. If you feel there is any ambiguity in an answer to a specific threshold question that can be noted and explained near that question in your submission.
30. **Is it a condition of receiving a grant to utilize these systems?** A.5 in the RFP questions is a threshold question, though applicants can take the opportunity there, if not checking a box, to explain in detail. A check in all four of those boxes is not a condition of receiving an award of funds. For a box

not checked the scoring committee will consider the merits of the explanation. HMIS and CHA are central components of the homeless services system of care but it is not necessary that every service type in that system interact with these components in the same way. We encourage CW not to be deterred by the threshold questions from submitting an application.

31. **What do we need to show regarding the acquisition process to be competitive? Would a LOI with a seller suffice, or would you want to see a signed PSA or something more?** The focus of the review and scoring of the proposal would be on the program to serve people experiencing homelessness. If that program were tied to a pending property acquisition but was otherwise scored high enough to be recommended for funding by the scoring committee, a conditional award could be issued, in which final execution of any resulting contract would be conditional upon applicant's/applicants' actual control and use of the property. Therefore, a Letter of Intent (LOI) or a Purchase and Sale Agreement (PSA) would both suffice.
32. **For question B.12 it asks whether there is a clinical behavioral health component to our project. According to the scoring rubric, the question is worth 7 points. If we do not have a clinical behavioral health component, do we lose 7 points for this section? Or does it just mean that we are not eligible for these 7 points (meaning our possible total for section B would be 81 instead of 89?)** All applicants are eligible for the 7 points associated with that question. If an application does not have a clinical behavioral health component it will not be awarded 7 points.
33. **May I also request a link to the recorded meeting yesterday on April 26th from 3:00pm – 4:30pm?** The link to the recording is in the document posted that includes the questions from the April 26th meeting. It can also be accessed directly here: <https://youtu.be/gkZ-WI5mXqw>
34. **What I think we seriously need is a director of operations. I don't think we currently have the capacity to pull more program people in-even though we know we need them and it's incredibly important to our mission, without focusing on the core of the organization. Does this make sense? Can we ask for this person in our proposal?** "Hiring staff would not necessarily require capacity-building support. Hiring staff is a regular part of program expansion. Staff that you hire for program delivery is not capacity-building support; it should be included in your project proposal. If an agency needs support staff or leadership, beyond typical administration costs, then that could be considered capacity-building. Examples of paying for staff with capacity-building funding might include HR, IT, finance, or an executive director that the agency doesn't currently have, but needs in order to effectively run an SHS-funded program. Please review the capacity-building question in the RFP for more examples and detail."
35. **The chart in 18a in the Q & As posted yesterday, can you explain the difference between (or define the populations) in Population A and Population B? F/U Question, I believe I found my answer on page 18 in the implementation plan. Is this correct? F/U Question, It's actually page 11 in the plan but page 18 in the PDF.** That is correct. In the Metro Supportive Housing Services program, Population is defined as extremely low income; AND having one or more disabling conditions; AND experiencing or at imminent risk of experiencing long-term or frequent episodes of

literal homelessness. Population B is defined as experiencing homelessness OR having a substantial risk of experiencing homelessness.

36. **Is the Supportive Housing Services detailed budget and narrative that you are requesting a budget for one year?** Yes, the budget and narrative can be for one year. See also above, answers to questions 1, 21, and 23.
37. **Will Clackamas provide any training or capacity building support for organizations who want to engage in service areas that are new to us?** Yes, and capacity building can be requested in your submission (see RFP question B.13).
38. **What are your database requirements for case management?** We do not have a database requirement for case management.
39. **Can we retain information in our own organizational database about the folks we support through the SHS, so we can engage them in our other leadership development and civic engagement work?** Yes.
40. **Will you have a language line available for SHS suppliers to access? If not, how do you plan to manage the various language needs of the community?** There is a language line currently available to all Clackamas County departments but there is need for additional capacity specific to the Supportive Housing Services program. We are working with a consultant to provide a report and recommendations soon regarding racial equity and access in our coordinated entry and homeless services delivery systems.
41. **Will service contracts be multi-year?** Service contracts will be for up to 4 years; the duration and other terms of contracts will be determined in the course of contract negotiations.
42. **Will we be able to refer our members to receive these services, or will this be a model where the county controls referrals?** Yes, an agency will be able to refer members to services/programs. The County provides coordination and support to Coordinated Housing Access (CHA), our coordinated entry system.
43. **Can you provide clarification on the following question (in particular the underlined portion): Explain how your proposed program will be connected with the navigation service component, when appropriate? If it is not connected to navigation, explain why not.** This question is C.5.2, under supportive housing specific questions. Navigation refers to housing navigation and placement services. To rephrase the question: if you are proposing to provide supportive housing of some type in your proposed program, how will the program connect to housing navigation and placement activities or agencies conducting those activities? If your proposed supportive housing program proposal does not foresee or describe such connections to housing navigation and placement activities or agencies conducting those activities, please explain why not.
44. **For housing retention work, will these efforts need to be entered into HMIS?** Yes.

45. **Can you tell me who (or what group) will be reviewing and deciding on the SHS RFP submissions?**
The Continuum of Care Steering Committee, with the possible addition of members of the Local Implementation Plan Steering Committee, will form a temporary scoring committee for this procurement.
46. **Regarding the SHS RFP and letters of reference. Are letters from current partners allowable as well? For instance, we work with the YAB (Youth Action Board) and other partners on the YHDP. Can we utilize any of these, including the YAB as part of our 3 references? Yes.**
47. **Section IV. Submission Requirements (Pg. 13) states, "Proposers may submit only one proposal that covers all categories they are applying for." We are interested in applying for both the Supportive Housing (Retention Services) and STRA/RRH components. For clarification, would HACC advise that we submit one proposal with both components and two budgets, or two separate proposals?** If the two components are part of one program to be administered by the proposing agency, one proposal should be submitted. If the agency intends to administer two separate programs (separate because, e.g., the two programs serve different populations or involve different partnerships) two proposals can be submitted.
48. **Under Section B. General Questions (pg. 15) B.14. asks that we "Provide a detailed budget and budget narrative. Budget line items should include administration, staffing, supportive services and flexible funding." Is flexible funding allowed under the Supportive Housing Component? Yes.**