

Homeless & Housing Services
RFQ 2022-006
Frequently Asked Questions (FAQ)

Section 1: Cut-Off Dates/Submission

1. Question: Do we need to submit prior to the cut-off dates to be eligible for the next quarter opportunities if we want to submit for a new Service Category?

Answer: Yes.

2. Question: Do we need to resubmit our proposal every quarter or will our proposal stay on file/in consideration for subsequent periods?

Answer: Once you submit a proposal for a specific service category, that proposal is accepted and you are in the pool; that proposal will remain active for consideration of a contract during the term of the RFQ.

3. Question: What is the initial deadline to submit proposals?

Answer: November 24, 2021 at 3pm is the initial cut-off date. Cut-off dates are at the same time on the last day of each quarter following the initial date.

Section 2: Service Category #2 – Outreach & Rehousing Navigation

1. Question: Does the Outreach and Rehousing Navigation category include performing the entire scope in the RFQ or can you just submit a proposal to do a portion of the work such as landlord/tenant engagement or stock build up?

Answer: The recommended way to go about splitting services is to work with another provider that provides the remainder of the requested services in the service category and submit a joint proposal. We are not looking to break out the services within the category.

2. Question: Is DHA looking at Outreach Navigation and Rehousing Navigation as separate services?

Answer: In the RFQ, it does state that the proposer can offer one or both of those services, but the ideal proposal would offer both.

3. Question: For the Navigation category, is there a number of people DHA is looking to reach?

Answer: DHA is looking to provide navigation services to homeless in a variety of areas, including but not limited to; the American River Parkway, in encampments and in our

rehousing shelters. At this time the reach is unknown and the number of people to serve will vary.

Section 3: Service Category #3 – Flexible Housing Funds

1. Question: For Property Related and Tenant Services (PRTS), would those services fall within Category #3 or would there be a separate process/mechanism for PRTS?

Answer: A separate RFQ for PRTS and Intensive Case Management Services (ICMS) will be released in the near future and does not fall within the scope of any of the service categories in this RFQ.

Section 4: Funding

1. Question: Is there a maximum award amount for each of the service categories?

Answer: At this time there are not specific funding amounts attached to the service categories. As DHA receives funding for these activities, contracting opportunities will be presented.

2. Question: Once a pool of qualified candidates has been established what is DHA's process going to be once funding for a contract becomes available?

Answer: Once DHA receives funding, we will reach out to the pool of candidates to gauge interest in doing the work for the available funding amount.

3. Question: If monies are received and the scope is more specific than in the RFQ, how will DHA determine award?

Answer: If a specific opportunity arises after a pool of qualified candidates have been established, which varies from the categories available here, that opportunity would most likely be awarded under a different competitive bidding process. The intent of this RFQ is to present generalized opportunities in areas where DHA foresees reoccurring opportunities.

4. Question: Is there a timeline of when funding may be available?

Answer: No. This process allows DHA to be prepared to award contracts to qualified providers as funding is received.

Section 5: Budget

1. Question: How would a proposer build the number of staff into a budget or scope of program if we don't know the award cap?

Answer: The ask is for a proposer to tell DHA what your annual budget need is to perform the requested work incorporating staff costs as part of that budget.

2. Question: The RFQ states “Proposers must provide a narrative and budget for each Service Category they elect to apply for”. Regarding Service Category 1, will it be okay for us to submit one for the entire category or do we need to submit one budget for each of the three modules?

Answer: You need to submit a budget for each of the modules for which you are submitting a narrative. So, if you are submitting for 2 of the 3 you would submit 2 budgets, if submitting for all 3 you would submit 3 budgets.

Section 6: Packet Contents & Administration

1. Question: Do we submit 3 references total or 3 for each service category?

Answer: 3 references total.

2. Question: What type of reference is being requested?

Answer: References that can speak to your work in the areas for which you are applying.

3. Question: Does DHA supply the Child Support and Non-Discrimination exhibits?

Answer: Yes. DHA supplies all of the exhibits that the proposer needs to complete. These can be found at ha.saccounty.net.

Section 7: General Questions

1. Question: Would Domestic Violence victims seeking emergency shelter be considered homeless or at-risk of homelessness and eligible for services under this RFQ?

Answer: Yes.

2. Question: Is this RFQ open to organizations/businesses in the private sector or just non-profits?

Answer: This RFQ is open to private sector, non-profit and not-for-profit organizations/businesses that meet the qualifications of the service category(s) for which they are submitting a proposal.

3. Question: For services that a proposer is currently providing, do we submit current budgets or budgets forecasting and including future costs?

Answer: This RFQ is seeking services for which we do not have current contracts, please estimate what minimum cost you will be able to do the work for as outlined in the service category for which you are applying.

4. Question: Are those who qualify ranked or are we placed in a pool together?

Answer: In a pool.