



City of Raleigh

Request for Proposals #: 274-HN-2024-13-CD

Title: Unsheltered Homelessness Response Pilot Program – Financial Partner

Proposal Due Date and Time: July 17, 2024 no later than 4:00PM EST

ADDENDUM NO. 1

Issue Date: July 10, 2024

Issuing Department: Housing & Neighborhoods Department

Direct all inquiries concerning this RFP to:

Chelsea Levy

Homeless and Community Programs Specialist

Chelsea.levy@raleighnc.gov

Issue Date: July 10, 2024

To: All Proposers

This Addendum, containing the following additions, clarifications, and/or changes, is issued prior to receipt of proposal packages and does hereby become part of the original RFP documents and supersedes the original RFP documents in case of conflict.

Receipt of this addendum must be acknowledged by signing in the area indicated below. Please make the follow additions, clarifications, and/or changes to the RFP as listed below and **sign and return this addendum with your proposal package.**

1. If one firm is applying for a role and one of their references is also applying for a different role, is this seen as conflict of interest?
 - a. **This is not seen as a conflict of interest.**
2. Is there an estimate of how much of the funding the financial partner will be responsible for distributing or is there an estimated budget for financial services as there is for the implementation partners. (With similar contracts we have based our administrative fee as a percentage of funds to be disbursed but are still working on our model for that based on particular projects and funding amounts.)
 - a. **The financial partner will be responsible for distributing approximately \$2 million of direct financial assistance to an estimated 45 households over a two-year period.**
3. Has any consideration been given to advanced funding for the direct rental assistance? We would not need all of it advanced funded but given the speed with which we'd need to move, having a significant amount of funding ready and available would greatly help. Upon receipt we would immediately move the funding to a dedicated funding account separate from our operational funds as well as funding for our other partnerships and available only to be disbursed via GiveCard to participants.
 - a. **Consideration will be given to advanced funding for the direct rental assistance if shown to be needed.**
4. Other than the expected surveys outlined in the RFP and potentially the spending data, is there any additional data collected and/or used by the Financial Partner and/or the Project Manager that could be used for the evaluation? (e.g., intake forms, HMIS data).
 - a. **Yes - any relevant data that the City has available access to, if adequate releases are obtained, including intake forms, HMIS data, etc.**
5. Do the financial products need to be available in languages other than English? What services should be available in languages other than English?

- a. **Overall, Language Access will be provided as needed. As noted on page 15, it is a requirement to have the ability to provide services in Spanish at a minimum.**
- 6. The RFP says there is approximately \$1.1M available to cover staffing and other program-related implementation costs (financial administration, research/evaluation, etc.). During the bidders conference, it was referenced the project manager would be between \$150k-\$200k, pilot support staff would have \$768k and \$152k in contingency, and the evaluation would have \$150k. This exceeds the \$1.1m noted in the RFP. Is there an updated estimate for the amount available to cover these costs?
 - a. **The final budget will be determined once partners are selected.**
- 7. Which forms of payment to you expect will be needed (ex. EFT, check, etc.)?
 - a. **Ideally, the selected partner will be able to provide payments in multiple methods, including EFT and checks.**
- 8. Are the financial planners expected to work directly with recipients or the client support team?
 - a. **The financial partner will provide payments directly to participants and should be available to both clients and support team for technical assistance/support.**
- 9. Is there a penalty to bidders if references are unable to return the reference form in a timely fashion?
 - a. **References must be received by the deadline specified in the RFP.**
- 10. Is there a dollar amount for the financial partner?
 - a. **The final budget will be determined through negotiation with selected partner.**
- 11. What technology is the awarded contractor expected to use?
 - a. **The City will not prescribe a specific technology.**
- 12. When does the City anticipate payments to begin?
 - a. **The pilot program is expected to go live in September 2024.**
- 13. Please define all eligible costs for the 20% Contingency expenses listed on pg. 13 of the Project Manager and Pilot Support Staff solicitation.
 - a. **The City will not provide a comprehensive list of all eligible costs. The selected consultant must have costs reviewed and approved by the City. Examples of eligible costs include work cell phones for staff, tablets, water/snacks/etc. for outreach workers, and other associated overhead or indirect costs.**
- 14. Is an administrative fee or indirect cost allowed for the Financial Partner solicitation?
 - a. **Yes. Fees should be included in proposals. See also 13.a.**
- 15. Is there more information about the project pilot? For instance, the amount of rental assistance provided each month and eligibility criteria for recipients.
 - a. **Financial assistance is based off fair market rent and such that no more than 30% of household income spent on housing cost. Eligibility criteria are that someone is living unsheltered and in a camp identified as a pilot location.**
- 16. Will the sign-in sheet be made available?
 - a. **The sign-in sheet will not be included in the addendum, although can be requested by those who attended the pre-proposal workshop.**

17. Is there a cap on the indirect rate for these contracts?
- a. **The City will consider all proposals as long as they are within the amount budgeted for the Pilot.**
18. Is it expected that current staff work on the pilot?
- a. **The City recognizes that some organizations may not have current staff dedicated to fulfilling the pilot support staff team. If so, and that involves hiring staff, that should be included as well in a timeline indicating when you expect to bring those staff onboard.**
19. Does there exist a database of folks that the city has in mind?
- a. **The specific persons served by the Pilot have yet to be identified although geographic areas and focus criteria are currently known.**
20. How will this project interface with Coordinated Entry?
- a. **Participation in coordinated entry is not required for participation in the pilot.**
21. The goal is that all 45 will enroll within the first month? If not, that would extend the life of the project.
- a. **The exact number of individuals is not known at this point. It is possible that the first group will be less than 45. If so, the September 2026 projected end date would be extended.**
22. With the 45 participants, will there be any data in HMIS to help with scope of practice? Is there any information that we have already about the households?
- a. **The exact number of individuals is not known at this point. It is anticipated that after program launch, HMIS data will be available.**
23. Please indicate the incumbent of this program or project.
- a. **The City of Raleigh's Unsheltered Homelessness Response Pilot Program is a new program. As such, there are no existing contracts/incumbents.**
24. What is the tentative start date of this engagement?
- a. **The City hopes to have contracts executed in September 2024, with work starting after.**
25. Are you open to alternative cost formats?
- a. **The City will consider all proposals as long as they are within the amount budgeted for the Pilot.**
26. Please indicate whether this program is required or restricted to have a subrecipient or Subcontractor.
- a. **Subcontracting is not a requirement.**
27. Please indicate whether this bid is for for-profit or not-for-profit entities.
- a. **The City will consider all proposals as long as they are within the amount budgeted for the Pilot.**

Chelsea Levy
Homeless and Community Programs Specialist

Sign below and return this addendum with your proposal.

Proposer Name & Company: _____ **Date:** _____

Signature: _____ **Title:** _____