

## Charlotte Mecklenburg Schools RFP 163-08312023TB Emergency Assistance to Homeless Students and Families

	REFERENCE RFP	QUESTION	CMS REPLY
1	Overview and Scope of Work, p. 5	Have you run any assistance programs for homeless students or at-risk populations in the past? If yes, what vendor(s) have you used to administer these programs?	Yes. We have had funding to pay for families, rent, utilities, reimbursement for transportation to school, ET see. This grant was from a local bank and funds were administered by the CMS foundation.
2	Scope of Work, p.6	Will funds be disbursed to awardees by the City or by the vendor? If by the vendor, will the funds be released in tranches for the vendor's use, or will the vendor be invoicing the City for reimbursement following disbursement?	These funds are held by Charlotte N Mecklenburg schools, and will be dispensed to the selected vendor or vendors as reimbursement following invoicing.
3	RFP Questions and Areas of Interest, p. 7	What is the number of anticipated clients to be served by this program?	You might anticipate serving up to 2,000 MCV students and their families.
4	Overview and Scope of Work, p. 5	What is the total amount of funding or anticipated budget expected to be used for this project?	The amount of funding is not relevant to the this proposal. All expenditures will be invoiced back to CMS as noted in the Scope of Work . We will need to know what your cost to manage this program will be for this school year.
5	Price Proposal Sheet, p. 12	Do you have any caps or limits on the percentage of funds that can be used for administration?	We do not have a set limit on administrative costs, however, it is our expectation that the majority of funding will go towards services and supports for children and families.
6	Scope of Work, p.6	Is there any software that the winning bidder is expected to use?	No.
7	RFP Questions and Areas of Interest, p. 7	How long do you expect applications to be open?	The application will be open through that. Posted within the RFP.
8	RFP Questions and Areas of Interest, p. 7	Is the prime contractor required to be a nonprofit organization?	No.
9	Scope of Work, p.6	Can you specify any language requirements	There are no specific language requirements. That said, we are experiencing an influx of recent immigrant families whose primary language is Spanish. It would be helpful to have access to Spanish speakers.
10	Scope of Work, p.6	Please specify any data reporting, data tracking or data metrics you would like to see?	Services provided, cost of the services and/or goods provided for each student. Include student name and school name.
11	Overview and Scope of Work, p. 5	What are the KPIs (key performance indicators) requested/required for successfully administering this program?	See the response to the item above. In addition, timely access to support for families will be an important component as well.
12	Scope of Work, p.6	Please clarify if you have a list of preferred vendors or community partners you have previously worked with?	There is not a list of preferred vendors. In the past we have worked with The CMS Foundation, Continuum of Care, Homeless Services Network, Soles 4 Souls
14	Scope of Work, p.6	Please describe any marketing, outreach or training requirements needed for this program?	The CMS team would provide McKinney-Vento training and resource training to any selected vendors.
15	Scope of Work, p.6	Can you disclose your anticipated "go live" date?	We would like to go live as soon as possible that means that once the RFP has closed and we can do the vendor review process, if we are able to select a vendor, we will move immediately into the contracting phase. Ideally and realistically, we would like to be up and running by the end of November.
16	Scope of Work, p.6	What is the anticipated number of users who will need access to the platform?	We would anticipate up to 5 staff members.
17	Price Proposal Sheet, p. 12	Are we restricted by the cost format?	That will really depend on the vendor itself. Because this is a contract that will function on reimbursement, it will be important that the vendor has upfront cash on hand in order to perform the services outlined in the RFP and then be paid for those services after invoicing the district.
18	Scope of Work, p.6	Please share the the number of anticipated cases?	As of today, we have 3000 homeless students identified. That number will increase over the course of the school year. We would anticipate serving at least 2000 children through this program in the 23–24 school year.

19	Scope of Work, p.6	Please share the number of anticipated client profiles for this system (both administrative and public-facing applicants)?	We are not sure that we understand this question. Please see the number in the item above regarding the anticipated number of students served.
	RFP Submitting Instructions: Page 4	Is deadline to submit September 28 or October 3?	Proposal Deadline is 3:00 PM on September 28th via NC eVP website
	RFP Submitting Instructions: Page 4	May we get clarity on following instruction?  PUBLIC BID OPENING: Since bid submissions will be opened electronically when they are released to the buyer by the State of North Carolina's software, the public bid will be facilitated either by a conference call or by online meeting software. Should you wish to join the public bid opening, contact the buyer at the email listed on the first page of the bid no later	This is in pursuant to reading the submitting vendors names as it relates to this RFP. If you would like to attend you will need to email the Agent noted on the first page of this RFP by 10am so a meeting and time can be coordinated. If the reading cannot be completed on the date of the opening then a proposed meeting time will be conducted on the next business day.
	Scope of Work: Page 6	What is total amount of funding available to provide the 7 goods/services defined in the RFP?	The amount of funding is not relevant to the this proposal. All expenditures will be invoiced back to CMS as noted in the Scope of Work . We will need to know what your cost to manage this program will be for this school year.
	Scope of Work: Page 6	Other than the 3 night hotel/motel limit, are there district-defined or other criteria/limits on how much support each eligible family can receive in the 7 goods/services defined in the RFP?	There will be limits on recurring requests for the same support based on the timeframe between asks. CMS will work with the vendor to define the timeframes.
	Reporting: Page 6	What documentation will need to be submitted with the monthly financial reports beyond authorization from school/district staff (e.g. purchase receipts of gift cards, etc.)	We will work with the vendor to determine the best way to provide formal documentation or verification of services rendered to families. Some of this will depend on the methods that the selected vendor or vendors are using to deliver services and resources to families.
	Price Proposal Sheet: Page 12	Is the total cost of the proposal just include our administrative fee?	That depends on how the vendor plans to administer the types of services requested as part of the RFP. For example, if the vendor is purchasing the service on the open market and simply invoicing Charlotte-Mecklenburg Schools for the service, then the cost proposal should include both the administrative fees, and simply the flat rate for what that service costs on the open market. In contrast, if the vendor will be delivering services directly, for example the vendor will Provide the resources or the direct location for families to do laundry. Then the vendor should include what the cost of that vendor provided service will be, as well as any administrative costs.