

**CENTRALIZED FLEXIBLE HOUSING POOL COORDINATION AND HOUSING LOCATION  
TECHNOLOGY PLATFORM  
RFP NO. 2020-01**

**REQUEST FOR PROPOSAL QUESTIONS AND ANSWERS**

**1. What is the intended referral process for the Flexible Housing Pool (FHP)-direct from providers or matched via Coordinated Entry System (CES)?**

**Answer:** The referral process will be determined in the Scope of Work. The primary referral source will be CES, however, because the FHP will be comprised of multiple funding sources that may have specific spending requirements, additional referral processes may need to be identified.

**2. Are clients connected to FHP required to be connected to supportive case management services?**

**Answer:** Clients connected to FHP will not be required to be connected to supportive case services, although information and referrals on available supportive services shall be made available. The FHP will be comprised of multiple funding sources with different requirements that may or may not allow for mandated services. For example, the initial \$1.8 million is Homeless Emergency Aid Program funding requires compliance with Housing First principles.

**3. What is the expected level of data integration between Homeless Management Information System (HMIS) or Public Housing Authority (PHA) database?**

**Answer:** Currently, there is no expectation of data integration between HMIS or PHA databases. However, RTFH is the HMIS administrator and would consider working with the Contractor to achieve integration should it be identified that it would benefit the homeless system.

**4. Will units connected to FHP need to pass habitability/rent reasonableness checklist or HQS inspections?**

**Answer:** The FHP will be comprised of multiple funding sources that may have specific requirements of rent reasonableness, fair market rent (FMR), and/or Housing Quality Standards (HQS). The Contractor will be responsible for ensuring that funding requirements are met. For funds that do not have requirements, RTFH will require at a minimum the Housing Habitability Standards checklist is completed.

**5. Explain what is included in the \$1.8 million (e.g. rental payments), particularly addressing the following points in the RFP:**

- a. **“Will fund the operation of landlord engagement entity and direct housing expenses through the flex fund”** (Found on page 9, Section 1: Purpose of RFP and Scope of Work, Item 3: Anticipated Term of Contract and Funding Sources).
- b. **“Will include costs to operate the Centralized Flexible Housing Pool Coordination to include costs for housing related expenses and the**

**Housing Location Technology Platform”** (Found on page 15, Section 2: RFP Terms and Conditions, Item 3: Submittal Requirements, #6: Project Budget).

**Answer:** It is expected that the \$1.8 million allocated to the FHP will fund both the direct housing expenses and the housing location technology platform, although respondents to the RFP are not required to respond to both Scopes of Work, as outlined in Section 1 §2-2.1 and 2-2.2. Costs must be aligned with the Scopes of Work for which the respondent is submitting. The project budget shall delineate the portion of the budget that will be needed to develop, augment, and/or maintain the platform, and what portion of the budget will be used for housing expenses, including but not limited to rent (master leasing, shallow subsidies, etc.), deposits, application fees, and move-in expenses.

**6. What will the role of the Partnering Agencies be in daily operations of the FHP?**

**Answer:** It is not the intention of RTFH and/or the Partnering Agencies to be involved in the daily operations of the Contractor for FHP. At the time of this response, RTFH is the lead agency responsible for the RFP and entering into agreements with the Contractor. The Scope of Work will determine roles and responsibilities, funding activities, reporting requirements, reimbursements, and other associated activities.

**7. What does RTFH consider “person-centered” software?**

**Answer:** Person-centered software means the technology platform is simple and accessible for users, like providers and case managers.

**8. Is this RFP focused only on the goals listed under Phase One (pg. 3 of the RFP)? If broader than Phase One, what other goals are to be addressed?**

**Answer:** This RFP is focused on all three phases identified in the RFP; however, the immediate focus is the implementation of Phase I due to the spending requirement of the \$1.8 million being used to fund the FHP. The \$1.8 million are Homeless Emergency Aid Program (HEAP) funds and must be fully expended by June 30, 2021. Phase II and phase III are goals critical to the sustainability of the FHP.

**9. What will the Partnering Agencies use to determine success for Phase One? Number of units secured and participating? Number of people housed?**

**Answer:** At minimum, the Partnering Agencies will be measuring the number of units secured, the number of people housed, and the length of stay. Additional elements may be established depending on the funding source and will be included in the Scope of Work.

**10. Given the scope of work, what is the rationale for the initial award period being only one year?**

**Answer:** The award period of one year is based on the initial \$1.8 million HEAP funds committed to the FHP, which must be fully liquidated by June 30, 2021. As additional funds are secured, there is an opportunity to extend the award period.

**11. If the goal is to correct the current lack of centralized management and control in this area, what reasons does RTFH have to engage with more than one contractor to provide services outlined in the scope of work? What is the maximum number of contractors anticipated to be awarded?**

**Answer:** RTFH's intention is to engage with no more than two Contractors. RTFH prefers to engage with one contractor but could engage with two should applications demonstrate the need for more than one. For example, one Contractor may provide the leasing and landlord engagement and one Contractor may implement the web-based housing location technology software.

**12. Who retains intellectual property rights to the technology platform created as part of Section 2.2 of the Scope of Work?**

**Answer:** It is expected the Contractor will have a functioning platform to be awarded a contract. In this case, the Contractor will retain intellectual property rights to the technology platform they have developed as well as any enhancements to meet the needs of the RTFH. However, if the Contractor does not have a functioning platform and intends to use funds to construct the platform, RTFH would likely retain the rights.