

Addendum No. 1 to REBID RFQ 19-73



CITY OF SOMERVILLE, MASSACHUSETTS
Department of Purchasing
JOSEPH A. CURTATONE
MAYOR

To: All Parties on Record with the City of Somerville as Holding
REBID RFQ 19-73 Continuum of Care Planning Grant Consultant

From: Thupten Chukhatsang

Date: 5/31/2019

Re: Question & Answers

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Please acknowledge receipt of this Addendum by signing below and including this form in your proposal package. Failure to do so may subject the proposer to disqualification.

NAME OF COMPANY / INDIVIDUAL: _____

ADDRESS:_____

CITY/STATE/ZIP:_____

TELEPHONE/FAX/EMAIL:_____

SIGNATURE OF AUTHORIZED INDIVIDUAL:_____

ACKNOWLEDGEMENT OF ADDENDA:

Addendum #1 _____ **#2** _____ **#3** _____ **#4** _____

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Questions & Answers:

1. There's mention of CoC Planning/Provider meetings: Would these meetings be required attendance? How many overall?

Answer: There are a limited number of monthly meetings between when the NOFA is released and when it is due. The meetings present an important opportunity to consult on the collaborative application, discuss ranking and review, and assist with project applications with multiple CoC members at one time. It is preferred that the consultant use the meetings to advance their application work, although the number of CoC Planning/Provider meetings needed to fulfill the CoC scope of work would be determined by the consultant in consultation with the City, and is influenced in part on progress made toward the completed application. Part of the consultant's work is to update and brief all CoC members on the application. Meetings are held on the 3rd Tuesday of each month (from 2pm to 3:30pm). In order to fulfill the requirements of the scope, it is expected that meetings with the three CoC-funded agencies will be necessary (regarding their project applications, and also to conduct project performance evaluations), as well as meetings with any agencies planning to submit a new application. It is also expected that meetings with CoC Lead Agency and HMIS Lead agency representatives will be necessary to coordinate efforts.

2. When you mention "project performance evaluations" what are you referring to exactly?

Answer: Given the timing, it is both an abridged annual monitoring and a project evaluation for ranking and review purposes. The consultant, in consultation with the CoC membership, will determine advisable metrics and use the metrics to conduct evaluations of CoC funded project outcomes and performance. The CoC has existing metrics, and if the recommendation is to change these, it will require a vote by the CoC membership. The evaluations will inform NOFA application project rating and ranking. Evaluations will also be used to determine technical assistance needed by CoC agencies to improve project performance.

3. The RFQ mentions that the provider/offeror must be available to begin as soon as possible and to devote a high number of hours to the project per week. What is the estimated number of hours you are looking for, weekly?

Answer: The proposer should identify the number of hours to include in the work plan. Based on previous experience we expect that the work to be done could require between 130 to 160 hours, although responses to the RFQ do not need to be within this range.

4. Is it possible for the provider to work both in Somerville when necessary (i.e. during meetings with CoC members, etc.) and also remotely?

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Answer: It is expected that some work could be done remotely by email or for solitary work, however, the provider should be available to work in Somerville as necessary and as described in the final work plan.

5. In addition to a proposed work plan, the RFQ requires a technical plan: What areas would you like covered in the technical plan?

Answer: The Technical Proposal should consist of everything that is specified in the RFQ to be submitted. Please note in particular the items listed in Section 1.0, Section 2.0 and Section 3.0 of the RFQ. The work plan is also a required submission.

6. Will the consultant hired write the renewal project applications, or assist the respective agencies in writing them?

Answer: The consultant will assist the respective agencies in writing the renewal project applications, and any new project applications.

7. I assume the collaborative application will be developed by the consultant in consultation with the CoC membership. Is that correct?

Answer: This is correct.

8. Will the consultant hired be working with CoC Committee(s) to create the Ranking and Review process and tools or are these in place?

Answer: The 2018 Ranking and Review process and tool are in place, and a copy is included in the 2018 collaborative application. Should the consultant, in consultation with the CoC members, determine that changes should be made and a new system should replace it, that change would require a vote by the CoC members.

9. In regard to the activity, “conducting project performance evaluations,” is this the annual monitoring, or part of the evaluation for ranking and review?

Answer: It would be both. Given the timing, it is most likely an abridged annual monitoring, with a heavier focus on evaluation for ranking and review.

10. Was an annual monitoring done on each of the projects, and if so, is it available for use in Ranking and Review?

Answer: No. The annual monitoring has not been done this year yet. All that is available at this time is the previous year’s project evaluation for ranking and review. There is also data compiled by staff for all projects using project spending reports and APRs. This data has been used in Ranking and Review.

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11. What is the context for the “providers group meetings”? Is there a schedule that I can incorporate into my proposed work plan or are these dependent upon the calendar for development of the NOFA response?

Answer: Monthly “providers group meetings” are held on the 3rd Tuesday of each month from 2pm to 3:30pm at the VOAMA Veteran’s Center at 2 North Street in Somerville. Other meetings as needed in the course of the work would be scheduled at all parties’ mutual convenience with assistance from staff as needed.