



Robert V. Hess
Commissioner

February 26, 2010

Steve Pock
Deputy Commissioner
Fiscal and Procurement
Operations

REQUEST FOR PROPOSALS
FOR THE PROVISION OF RAPID RE-HOUSING SERVICES
FOR HOMELESS FAMILIES

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ADDENDUM NO. 1

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To Prospective Proposers:

Please note the following changes to the subject RFP:

- Page 5, Section III (B), 4th bullet, 4th line: Please change “Clinical Social Workers (CSWs)” to “Licensed Clinical Social Workers (LCSWs)”.
- Page 6, Section III (D), 3rd bullet: Delete “at least” and insert “up to”.
- Page 8, Section III (D5), 1st bullet, 1st sentence: Add “Homelessness Prevention Re-housing Program” before “HPRP”.
- Page 8, Section III (D7), 1st bullet under Staffing, 1st sentence: Delete “of no greater than 1:15 will be required”.
- Page 11, Section IV (A2a), 1st bullet: Insert “as well as” after “licenses”.
- Page 11, Section IV (A2a): Delete 3rd bullet, “Demonstrate possession of all necessary licenses required to perform required services.”
- Page 11, Section IV (A2a), 6th bullet from top of page, 2nd sentence: Should read “Provide a list of relevant qualifications of the staff that would administer and manage the program – and their role, if any, in the administration of current or past programs either funded by DHS or another source.”
- Page 12, Section IV (A2c), 1st paragraph, 1st sentence: Delete “Short term housing” and insert “rapid housing placement”.
- Page 13, Section IV (A3a), 7th bullet: Delete “3” and insert “2”.
- Page 13, Section IV (A3a), 8th bullet: Delete “8.5” and insert “5”.
- Page 13, Section IV (A3b), 3rd line: Delete “flow of available capacity within shelter”.
- Page 14, Section IV (A5): Please note there is no Attachment F. The “Doing Business Data Form” is Attachment D.

A Pre-Proposal Conference was held on Wednesday, February 24, 2010. This addendum summarizes questions and answers noted at the conference. (Questions are in boldface, answers are indented under question.)

Are families defined as adult families or families with children?

Families with children.

Do you expect most of the families from Next Step facilities?

Families are identified based upon criteria not shelter type.

Are undocumented families precluded?

No.

Are there specific Section 8 vouchers set aside for this program?

No. The families will be in the general pool.

What is the type of subsidy program?

Advantage Program.

Can funding for years 1 and 2 carry over into year 3?

Yes. We will be able to pay in year 3 for services provided in years 1 and 2.

When will 50% stabilization payment be received?

At 3 months after placement, 50% of the total stabilization payment will be made. At 6 months after placement, the 50% balance of the total stabilization payment will be made. Liquidated damages for under one year recidivism (return to shelter) will be made at 50% of the stabilization milestone payment.

Please expand upon expectation of services that would require Articles 28 or 31.

Provider does not have to be an Article 28 provider. However, provider should have linkages to mental health, substance abuse, medical and other types of services. It's ideal but not required as part of stabilization housing but the family should have had some type of Article 28 provision.

How many families requiring this service are currently in the system?

Cannot say. According to RFP the ceiling is 125 over the course of the first 2 years of contract. Expectation is for provider to moves all families referred. All families will not be referred at the beginning of the contract. Families will be referred on an ongoing basis until 125 families is reached, rate of referral to be negotiated with provider. If family is not willing to engage, the provider should let us know immediately. We will work with provider to identify another family for services.

How should provider propose staffing ratio?

Propose a staffing pattern that will effectively satisfy the requirements stated in the RFP.

Are we expecting provider to work with more than one Article 28 or 31 provider?

Not necessarily, depends on the provider's strength and ability to service the needs of the clients.

What is the current average length of stay for a family in a shelter?

Currently, the average time is 8 ½ months.

Which community board should we contact?

The community board where your organization's central office is located. A short and simple letter of intent is sufficient.

Will the families have an open case and/or Advantage letter?

Not necessarily, but doesn't mean the family is not eligible. Likewise with the case.

What percent are not eligible for subsidy?

Cannot be answered because we do not have statistical data since the eligibility of families is in a constant state of change.

Will referrals through program be expedited?

No. The Advantage process cannot be expedited any more than the process allows since the process is fairly quick.

Are clients from certain boroughs or all over the system?

Clients housed will be from all over the system. Most clients move to permanent housing in the Bronx and Brooklyn. Services should be accessible to the families in their area. Need to show you have linkages outside of immediate area.

Clarify 1st bullet, Section III, D2.

Organization should develop contacts with other CBOs and private funding opportunities to assist clients.

Four to six weeks may not be enough time to have families ready to go move if they have other hurdles.

The 4-6 weeks is an anticipated standard for placement. We understand that it may take longer for families with hurdles to be placed. However, payment will not be received until family is placed.

Do the Advantage programs have family composition and bedroom requirements?

Children Advantage and Fixed Income Advantage Programs
Amount of Rental Supplement (Not to Exceed Legal Rent)

Bedroom Count	0	1	2	3	4
Total Rent	\$962	\$962	\$1,070	\$1,316	\$1,354

Work Advantage Program
Amount of Rental Supplement (Not to Exceed Legal Rent)

Family Composition	1 Person	2 Person	3 & 4 Person	5 & 6 Person	7 & 8 Person
Maximum Rent	\$889	\$962	\$1,070	\$1,316	\$1,354
Client Contribution	\$50	\$50	\$50	\$50	\$50
Maximum Rent Subsidy	\$839	\$912	\$1,020	\$1,266	\$1,304

Will the housing specialist at the shelter still be working with the families?


No. You will be the placement worker. The housing specialist is there only to ensure client is engaging with you.

Does the on-site resource specialist have to be full time or can they be part time?

It is up to the contractor to determine whether or not they will need a full or part time on-site resource specialist.

Lastly, please be reminded the proposal due date and time is **March 16, 2010 at 2:00 pm**. Please refer to the RFP for delivery specifications.

Thank you for your competitive participation.

A handwritten signature in black ink, appearing to read "Suellen Schulman". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Suellen Schulman
Assistant Commissioner/Agency Chief Contracting Officer