

2018 Emergency Solutions Grant Homeless Outreach Services

Request for Proposals- Questions and Answers

Per the language in the RFP, questions regarding this Request for Proposals were due to the Contract Manager on or before Friday, August 31, 2018.

The questions and their respective answers are below:

Question: How large of an outreach team are you looking for the successful organization to operate?

Answer: The size of the staff team is completely up to the applicant. We are not stipulating or requiring a certain number of staff. However, applicants should be mindful of the Scope of Services and ensure that their organization/team is equipped to carry out the work.

Question: What are the expectations around the annual numbers of people engaged through outreach efforts?

Answer: We are not requiring a certain number of individuals be engaged on an annual basis. However, the Continuum of Care Written Standards do address performance measures in terms of percentages. The current language in the Written Standards states:

- HMIS data will be entered in accordance with local HMIS data quality policies on timeliness, completeness and accuracy, per the community's Data Quality Plan
- At least 50% of persons contacted will be engaged within 30 days of initial contact by the outreach team
- All clients who become engaged and eligible will be offered a coordinated entry assessment completed within 30 days of their date of engagement
- At least 50% of engaged Street Outreach clients will be referred to a housing program within 90 days of their date of engagement, including:
 - emergency shelter
 - transitional housing
 - permanent housing, including permanent supportive housing

Question: Please clarify specific performance measures, or how performance measures will be created, and how performance measures will be tracked/reported (i.e. HMIS, internal reporting tools, etc.)

Answer: The Continuum of Care Written Standards which will guide performance measures, has not been finalized yet. However, we expect performance measures to be based loosely on

the following, noting that whomever is awarded the Outreach contract will only be held to those standards that are finalized:

- HMIS data will be entered in accordance with local HMIS data quality policies on timeliness, completeness and accuracy, per the community's Data Quality Plan
- At least 50% of persons contacted will be engaged within 30 days of initial contact by the outreach team
- All clients who become engaged and eligible will be offered a coordinated entry assessment completed within 30 days of their date of engagement
- At least 50% of engaged Street Outreach clients will be referred to a housing program within 90 days of their date of engagement, including:
 - emergency shelter
 - transitional housing
 - permanent housing, including permanent supportive housing

Question: Please clarify boundaries of the proposed service area (exclusively downtown Minneapolis, all of Minneapolis, etc.)

Answer: The boundary of the proposed service area is the City of Minneapolis.

Question: Are HMIS expenses considered allowable expenses under this RFP?

Answer: Yes, HMIS expenses are allowable.

Question: The RFP states "Approximately \$300,000 will be available annually..." If a proposal includes expenses over \$300,000 will the proposal still be considered for review? And if so, would a higher expense reflect negatively on the proposal?

Answer: Proposals with program expenses in excess of \$300,000 will be considered. Higher expenses will not reflect negatively on the proposal. However, the applicant should be prepared to cover costs in excess of \$300,000 or negotiate a reduced service level that could be covered by \$300,000 if no additional funding can be sourced/allocated.