



SOLICITATION ADDENDUM

Solicitation Number: RFP-21-HSD-41 Addendum #1 Page 1 of 8

Solicitation Due Date: May 14, 2021 at 3:00 p.m. Local Time

CITY OF PHOENIX
HSD Procurement
200 W. Washington Street
18th Floor
Phoenix, AZ 85003

COVID-19 Related Homeless Services

In accordance with the Section I – Instructions, 10. Addenda, the Solicitation is hereby amended as set forth below.

ESG Program Component: Emergency Shelter Funds Expiration Notice: Funds may be used to support temporary emergency shelters to prevent, prepare for, and respond to coronavirus until January 31, 2022. However, upon written request by the recipient, HUD may grant an exception to the January 31, 2022 limit, if the recipient demonstrates: (i) Why additional funding for a longer period of time is necessary and what planned activities the recipient will forgo to continue funding the temporary emergency shelter; (ii) The number of additional months the recipient will fund the temporary emergency shelter; and (iii) The plan for connecting program participants to permanent housing when the temporary emergency shelter is no longer funded.

The following questions have been received:

<u>Question</u>	<u>Answer</u>
1. I am reviewing an RFP for Homeless Services RFP-21-HSD-41 NSD- and another related RFP NSD-RFP-21-005, Homeless Shelter Expansion (CBDG) for acquisition of property. This RFP seems to provide funding for shelter services and operations while the other provides funding for the related acquisition of a building in which to provide the services and operations. It is clear that one may depend on the other and vice versa to have a whole and complete viable project. Is it permissible and considered responsive that the offer state that the ability to perform one offer meaning this one is wholly dependent on the award and acceptance of the other?	No, award for either solicitation is not dependent on the other. Awards made under RFP-21-HSD-41 <u>are not contingent and cannot be contingent</u> upon an award under NSD-RFP-21-005. Services awarded under RFP-21-HSD-41 can be provided on vendor’s existing property.
2. Pertaining to the grant under section 1.2 (1.2.2) Emergency Shelter, Shelter operations, and 1.2 (1.2.3) Homelessness prevention; Does the grant allow for a multipurpose shelter operation that would in addition to serving the homeless, allow low to moderate income persons who are vulnerable and at risk for COVID-19, housing stability, and homelessness to receive essential services offered by the shelter? Such services may include housing stability case management, job development,	No, low-to moderate income individuals are not eligible under this RFP. Eligible program participants must meet the criteria under paragraph (1) of the "homeless" definition in 24 CFR 576.2 or meet the criteria under paragraph (4) of the "homeless" definition and live in an emergency shelter or other place described in paragraph (1) of the "homeless" definition.



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<p>education, life skills training, mental health for substance abuse treatment, etc. At risk may be defined to include those experiencing a mental illness, substance abuse, pervasive development disorder, medically vulnerable.</p>	
<p>3. I see that "the City does not anticipate that awards will exceed \$2,000,000." However, what is the total funding amount the City has for this funding opportunity?</p>	<p>\$9.1 million in Emergency Solutions Grant (ESG) funding is available for services resulting from this RFP.</p>
<p>4. Are we allowed to only serve men and/or women and not families?</p>	<p>Eligible program participants are any vulnerable individuals within the City of Phoenix, who meets the criteria under paragraph (1) of the "homeless" definition in 24 CFR 576.2 or who meets the criteria under paragraph (4) of the "homeless" definition and live in an emergency shelter or other place described in paragraph (1) of the "homeless" definition.</p>
<p>5. "Offeror shall have at least one (1) year experience dealing with the homeless population and federal grants." We have had city grants but not federal. Do we therefore not qualify?</p>	<p>Some City grants can be from federal funding sources. It is suggested to review the funding sources of your City grant.</p>
<p>6. Is it required that program services be reported through HMIS? Our agency is not registered within HMIS. If we seek funding for the costs to register, would that require a separate application apart from an application for homeless services?</p>	<p>Yes, reporting through the Homeless Management Information System (HMIS) is required. Yes, each service will require a separate proposal.</p>
<p>7. The City has a separate RFP open for CDBG funding for homeless services. Can you explain the differences between these two offerings?</p>	<p>RFP-21-HSD-41 – Funds homeless services. The City seeks qualified firms or individuals with the capability to provide homeless services as result of the COVID-19 pandemic for the Human Services Department. This RFP is supported by ESG funding.</p> <p>CDBG funds are not related to the ESG Program funds that support any awards made under RFP-21-HSD-41. CBDG funding questions have been referred to</p>



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	the City of Phoenix Neighborhood Services Department for a response.
<p>8. RE transparency--what exactly is the selection process. Will staff merely review for compliance to RFP? Will there be a citizens committee that except for the City council is the final ranking group? Can staff revise committee recommendations? I ask not because we will to contact anyone but because we need to know who our audience is on the narration.</p>	<p>In accordance with A.R. 3.10 the Procurement Officer will evaluate all submitted proposal for responsiveness. Once completed, those proposals determined to be responsive will then be provided to an evaluation committee who will then review and evaluate the proposals to determine which proposals are most advantageous to the City. The evaluation committee is comprised of subject matter experts. Refer to Section I – Instructions, Articles 27-29.</p> <p>Requested clarification was not provided to the City regarding the inquirer’s definition of “citizens committee” so a response cannot be formulated to address: “Will there be a citizens committee that except for the City council is the final ranking group?”</p> <p>Requested clarification was not provided to the City regarding inquirer’s reference to “staff” so a response cannot be formulated to address: “Can staff revise committee recommendations?”</p>
<p>9. All of the tabs that were mentioned as separate pdf files, does that mean you do not want them combined into one pdf, but uploaded as separate pdfs? and all the attachments separate pdfs or combined?</p>	<p>Upload each tab and its required responses in separate PDFs labeled accordingly.</p> <p>Upload attachments in separate PDFs labeled accordingly.</p>
<p>10. Does transitional housing qualify?</p>	<p>Review the ESG guidelines to determine if what you consider transitional housing, could fall into any of the components supported by ESG funding.</p> <p>ESG: Emergency Solutions Grants Program - HUD Exchange</p>



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11. Do you want all attachments compiled into one document or separate documents similar to the tabs?	Upload each tab and its required responses in separate PDFs labeled accordingly. Upload attachments in separate PDFs labeled accordingly.
12. Are there any page limitations for each section?	No.
13. Can you apply as a project under a 501c3 organization? For example, the YMCA holds the 501c3 AS THE VALLEY OF THE sun, but this project would be one branch.	Yes, the organization is required to adhere to the HUD ESG guidelines.
14. Is the total pool of money \$2 million, or is the maximum single award \$2 million?	\$9.1 million in ESG funding is available for services resulting from this RFP. The City does not anticipate that awards will exceed \$2,000,000.
15. My question is must we have direct experience with Federal grants and working with the homeless population.	Yes. Please refer to Section I – Instructions, Articles 1. – Description of Need and 17. – Pre-Award Qualifications in the solicitation document.
16. Are there any preferred/priority target populations (e.g. DV victims, families, men, women, chronic homeless, etc.)?	Eligible program participants are any vulnerable individuals within the City of Phoenix, who meets the criteria under paragraph (1) of the "homeless" definition in 24 CFR 576.2 or who meets the criteria under paragraph (4) of the "homeless" definition and live in an emergency shelter or other place described in paragraph (1) of the "homeless" definition.
17. 9 million or 1.9 million available funding?	\$9.1 million in Emergency Solutions Grant (ESG) funding is available for services resulting from this RFP.
18. Can you post a link to the COP approved homeless plan?	Please refer to Section I – Instructions, Article 1.1 in the solicitation document.



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<p>19. Regarding the minimum requirements, Corporation is an IT consulting firm that is registered as an S corporation in the State of Illinois with all necessary credentials to deliver technology solutions in the State of Arizona. Are we eligible to respond to this opportunity? RFP Source: 2. MINIMUM REQUIREMENTS: Pursuant to ESG regulations, Offerors must be a unit of general-purpose local government or private nonprofit organization in order to submit a proposal in response to this Request.</p>	<p>The requirements for RFP-21-HSD-41 have been clearly outlined in the solicitation documents. The City of Phoenix will not contract for any service that was not identified in the RFP.</p>
<p>20. Are categories 2 and 3 of the HUD definition of homelessness eligible service populations? For instance, are those meeting the McKinney definition of homelessness eligible?</p>	<p>Eligible program participants are any vulnerable individuals within the City of Phoenix, who meets the criteria under paragraph (1) of the "homeless" definition in 24 CFR 576.2 or who meets the criteria under paragraph (4) of the "homeless" definition and live in an emergency shelter or other place described in paragraph (1) of the "homeless" definition.</p>
<p>21. May we have a copy of the presentation?</p>	<p>Yes. The presentation has been posted to the City Solicitation Website.</p>
<p>22. If the HUD eligible funding criteria expand on the City's ESG criteria will HUD govern, or will the city scope be smaller than the HUD ESG?</p>	<p>The City of Phoenix follows the guidelines set forth by HUD relating to the ESG program. These guidelines have been outlined in the solicitation documents.</p>
<p>23. Maximum length of the submission?</p>	<p>There is no maximum length requirement.</p>
<p>24. Will the HUD EXG project criteria apply or the City's if the City's are more limited than HUD's?</p>	<p>Requested clarification was not provided to the City regarding the inquirer's submitted inquiry so a response cannot be formulated to address this inquiry.</p>
<p>25. For clarification "small business, for profits" do not qualify for this RFP?</p>	<p>No, any agency can receive ESG-CV funds if they abide by the ESG requirements.</p>
<p>26. If our core program consists of multiple components does it still need to be separate</p>	<p>Yes, each service will require a separate proposal.</p>



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proposals for each component? If so, do we need to divide admin costs up between those?	Yes, administrative costs will need to be allocated separately per proposal.
27. If submitting multiple proposals, it still needs to be in one email, correct?	If submitting for multiple ESG components, each component should be a separate submission from the same organization. For example, if submitting for the street outreach and rapid rehousing components: In one email, attach and submit all documents applicable for the street outreach component. In another email, attach and submit all documents applicable for rapid rehousing. Refer to Section III – Submittals, Article 13 regarding how to submit your proposal(s) electronically.
28. It seems e-mail size limit will be an issue if all proposals must be submitted in one e-mail. What will be the protocol then for submission if you are contacted?	If submitting for multiple ESG components, each component should be a separate submission from the same organization. For example, if submitting for the street outreach and rapid rehousing components: In one email, attach and submit all documents applicable for the street outreach component. In another email, attach and submit all documents applicable for rapid rehousing. Refer to Section III – Submittals, Article 13 regarding how to submit your proposal(s) electronically. If the Procurement Officer is contacted due to e-mail size limit issues, the Procurement Officer and potential offeror will have a discussion to determine steps which would allow the potential offeror the ability to submit all documents within their proposal(s).
29. Will you require coordination with the CoC's Coordinated Entry system?	Yes.
30. I attended the pre-bid yesterday as a representative of Corporation - an information technology consulting firm headquartered in Chicago, Illinois with satellite offices in Colorado, Michigan and Ontario, Canada. We	The requirements for RFP-21-HSD-41 have been clearly outlined in the solicitation documents. The City of Phoenix will not contract for any service that was not identified in the RFP.



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<p>have been a registered S corporation with the State of Illinois since May 1992, providing modernized technical solutions to governments across the USA and Canada for nearly thirty years. We have followed Arizona’s technology evolution closely and recognize local government needs for innovative, modernized systems that solve real-world problems.</p> <p>I would like to ascertain our eligibility to respond to this RFP since Corporation does not have direct homeless experience, but we have extensive experience with the City of Chicago’s population, which is as diverse as Phoenix’ population, also with a significant local homeless population.</p>	
<p>31. Is the maximum request amount \$2 million per proposal or \$2 million per agency?</p>	<p>Due to the limited time available for expenditure of these funds, the City does not anticipate that awards will exceed \$2,000,000 per service proposed.</p>
<p>32. Can proposals be submitted for both component 1.2.2 and 1.2.4 for the same property in order to renovate campus and cover operations and secondly transition shelter clients to a rapid rehousing program on our campus?</p>	<p>Yes. Each service will require a separate proposal but <u>cannot be contingent upon one another.</u></p>
<p>33. In prior years grant cycles the City had a policy that they would rank all proposals, and fully fund each one in order from highest ranking to lowest until the funds were all expended. The very last proposal funded would be partially funded- awarded with however much money was left at that point. Will they use that strategy with this award, OR is it possible that they will fund many agencies with less than their full requested amount?</p>	<p>Responsive proposals will be evaluated by an evaluation committee. It is the intent of the City to fully fund proposals determined to be within the competitive range and most advantageous to the City. The City may offer partial funding to Offeror’s whose proposals are lower ranked within the competitive range if there is any additional funding available.</p>
<p>34. Attachment 11 Affidavit of Lawful Presence by Mail- this form is for individuals- whose info belongs on this form?</p>	<p>The business owner.</p>
<p>35. Attachment 8 asks for 5 references, only slots for 3. Doesn't look like we can insert a page into the document. Do you want 3, or if 5- how do you want the last two submitted?</p>	<p>The references requirements have been outlined in Attachment 8. You may make a copy of Attachment 8 and include additional references on the additional page.</p>



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36. About Attachment 8 - References. Is there a specific format preferred by the City of Phoenix?	Use the form provided.
37. Also, how many references are required?	The references requirements have been outlined in Attachment 8. You may make a copy of Attachment 8 and include additional references on the additional page.
38. Are there page limits for each Tab? Is there an overall page limit for the submission?	No, there are no page limits for each tab. No, there is no overall page limit for the submission.
39. Should each tab be labeled a certain way or have headers or footers?	Refer to Section III – Submittals, Article 15. Proposal Submittal Formal. There are no requirements in the solicitation regarding headers or footers.
40. Are there any limitations on font size and type or margins?	The City’s preferred font type is Arial and font size is 12. There are no requirements in the solicitation regarding margins.
41. Are there any requirements for pagination?	Although preferred, there are no requirements in the solicitation regarding pagination.

The balance of the specifications and instructions remain the same. Bidder must acknowledge receipt and acceptance of this addendum by signing and returning the entire addendum with the bid or proposal submittal.

Name of Company: _____

Address: _____

Authorized Signature: _____

Print Name and Title: _____