

## **Addendum #1 for Respite Request for Proposal (RFP) #HOST-56-2023**

Date: 3/3/2023

Questions 1: Can you elaborate on what data will be required to be captured in HMIS? It is a challenge to capture health care services in HMIS.

Answer 1: Similar to emergency shelter data requirements, enrollment, exits, and any services provided such as case management. However, data on daily tasks like food, cleaning, or health care information would not go into HMIS.

Question 2: Can you specify the project period? The RFP refers to a '2023' project period but the required budget is for 12 months.

Answer 2: HOST will consider whether this program will extend into 2024. Regardless, a full 12-month budget is requested to help HOST understand the full costs for a year.

Question 3: Is the max requested 12-month budget \$500,000?

Answer 3: Yes. The budget can be less, but not to exceed \$500,000.

Question 4: What is the expected number of people to be served with the funds or avg cost per person?

Answer 4: HOST will review the expected numbers to be served in all proposals and compare services and costs as a factor for award considerations. However, there is not a set expected number to be served with this procurement.

Question 5: Regarding budget costs, thinking about the facility's "bucket" in the budget template, are the costs allowed limited to the listed examples.

Question 5: No. The template was not designed to capture all costs for this project. If needed, the organization should change the budget line items, or add a line if necessary to best show the projected costs associated with running the program. It is important to ensure the budget is accurate and reflective of the needs for the program.

Question 6: Do all participants need to be referred from hospitals?

Answer 6: No. It is an expectation that hospitals will be a source of referrals, but it is not a requirement that all participants are referred from hospitals. MOUs should be in place for all referral sources.

Question 7: If we have to have MOUs in place with all referral sources, it would be an assumption that different MOUs could be executed for different types of sources, correct?

Answer 7: Yes.