

## **Outreach Program Request for Proposal (RFP) #HOST-83-2024 Questions and Answers Addendum #1**

**8/2/2024**

Q1. For the MWBE requirement, can proposers contact the Contract Administrator with questions after the cutoff date of August 9th for submission of questions?

**A: DSBO usually abides by the Q&A cutoff date as all proposer/bidders are supposed to have access to all questions and answers regarding the project. DSBO encourages proposer/bidders to look over the DSBO forms prior to the Q&A date so all questions and answers can be provided via addendum.**

Q2. I was reviewing the City's application platform and wondering where we should upload the MWBE Plan. It seems like the application has a slot for the MWBE form but not the plan. Should I just attach our plan under the "Optional Upload" section of the application?

**A: There should be an option to upload both the form and the plan.**

Q3. On page 5, the RFP discusses procuring for five lanes of outreach work. Is there a specific budget for all five lanes of outreach work or for each individual lane?

**A: Regarding the budget for all 5 lanes of work, there's no determined budget for newcomer outreach, general outreach, or in-resolution outreach. We're considering all proposals and then combining them for the overarching budget.**

Q4. What is the anticipated total funding available under this RFP?

**A: That will be determined at a later date after the City budget is finalized for 2025.**

Q5. Can agencies propose to only serve one or two out of the five lanes within one budget?

**A. One budget can cover all 5 items, including one line. It can be tailored to specific parts of the RFP you want to apply for, and then we'll take all of that into consideration.**

Q6. We believe that our services are also relevant to other programs, particularly in terms of providing access to resources such as Medicaid and housing security. When creating the proposal, would you like us to include our standard invoicing process, or would you prefer us to estimate the costs and then finalize the details on our end?

**A: The City would like to understand the total costs and then, if possible, have a breakdown for each category. If you are looking for a particular type of funding or if you are seeking Medicaid or other sources of funding, please specify that as well. This will help us understand exactly what you are requesting budget-wise from the city, and also what those additional funds would cover in order to create a comprehensive budget.**

Q7. On page 6 of the RFP, the City outlines the output measures and outcomes that will be part of the contracts. Are there predetermined or minimum targets for these measures and outcomes that applicants need to consider in their applications? Or will the outcomes and metrics for the scope of work be determined after the awards are granted, based on the staffing and resources of the successful applicants?

**A: The output measures and outcomes associated with these contracts will be determined in conjunction with the overarching mayoral goals that will be established in 2025, which have not been fully outlined yet. The City intends to focus on negotiating the scope of work, outcomes, and metrics based on the awards that are being granted and the available staffing and resources. However, there may be specific targets requested based on the goals set after decisions are made regarding mayoral priorities for the year 2025.**

Q8. The RFP mentions two different dates for achieving Functional Zero: Dec 31, 2026, and June 30, 2027. I'm assuming this is 2026 and June 30, 2027. Which date is correct?

**A: There are two different dates that we've been working on. The HOST strategic plan aims to reduce homelessness by 50% by the end of 2026. Additionally, The All In Mile Movement, backed by the mayor's office, has set a city goal of functional zero homelessness by June 30, 2027. We see the 2026 goal as a milestone to work towards.**

Q9. Outreach is at the direction of the City and County of Denver, and responsive to community based requests for services to persons experiencing homelessness. Homelessness in neighborhoods, businesses, and other public and private spaces. Can you say more about what will be different or what it means to be at the direction of the City of Denver?

**A: In general, a lot of the different lanes of work for outreach have changed in regard to being at direction of city and county of Denver, meaning that those efforts are being led through the city and county of Denver, and deciding on the areas where we outreach. The expectation moving forward would be that general outreach would also be included and could be directed specifically by the City and County of Denver as we move forward into the different areas of the City in which General Outreach would be included.**

Q10. If we submit written questions before next week, will they be posted to everyone?

**A: The addendum ensures that everyone can see all questions and answers if they are submitted before the deadline.**

Q11. Can you provide more info on the 5% MWBE participation requirement? Does it refer to entities that might bid on this contract? Or vendors that bidding entities might use to complete their work? Or both?

**A. The 5% MWBE participation goal can be reached by a MWBE self-performing Prime or by using MWBE certified subcontractors on the project.**

Q12. Is the City considering changing the activation thresholds for Cold Weather Emergency response this winter? If so, what are the changes being considered in overnight temperatures, precipitation amounts, or any other variables that would activate emergency expanded sheltering options/ and or evening outreach?

**A: The City has a published Cold Weather Sheltering Plan that is located [here](#). Within that plan it outlines current standards and variables the city has considered when addressing cold weather. There are current considerations around overnight temperatures and whether or not that will change this year; however, nothing has been determined at this time.**

Q13. Will HOST Outreach staff participate in Cold Weather Emergency Outreach this 2024/2025 winter season?

**A. The plan is for HOST outreach staff to participate in the 2024/2025 Cold Weather Emergency Outreach winter season.**

Q14. If multiple outreach partners are awarded contracts for 2025, will HOST assume all planning, scheduling, and coordinating responsibilities for Cold Weather Emergency Outreach response across all partners in 2025?

**A. Yes, HOST would assume responsibility for planning, scheduling and coordinating responsibilities for Cold Weather Emergency Outreach response across all partners.**

Q15. Can you provide more info on what this phrase means - "Outreach is at the direction of the City and County of Denver and responsive to community-based requests." Is there a protocol or any more detail on how this will work? Should we budget a % of time to be spent responding to City-directed calls?

**A. The City and County of Denver intends to direct outreach efforts that are funded. The source of these requests may be from other teams within the City to constituent complaints we receive through 311, email or other sources. Please anticipate that outreach may be asked at any time to respond to these requests, it would not require to have a specific budget or percentage of time.**

Q17. In addition to the target outcomes and goals listed in the RFP, can we propose additional outcomes that we would like to use to measure impact?

**A. Yes, providers are welcome to submit additional goals and outcomes in their proposals.**

Q18. On the budget template - just want to confirm - we should submit one 12-month budget containing total costs for all of the lanes of work together? Or should we be submitting one budget for each lane of work?

**A. One 12-month budget that outlines the total cost for all of the lanes of work they are proposing to meet would be preferable so that reviewers can evaluate the proposal budget**

**in its entirety. Within that budget, please outline what you propose to allocate to what lane of work.**

Q19. What is the indirect cost rate associated with this contract?

**A. It will likely be 15% as this will be the new minimum IDC rate in 2025, unless providers have a different IDC rate that is federally determined.**

Q20. We are interested in providing behavioral health support as part of general outreach services, but we see in the RFP the mention that HOST funds will not support serving behavioral health needs without a housing component. What does this mean exactly? Can you give a tangible example of supporting behavioral health needs with a housing component vs. supporting behavioral health needs without a housing component?

**A. The sole purpose of applying to this RFP cannot be to provide behavioral health services to the community. The behavioral health services need to be supportive of the goal to assist with, and/or sustain one's housing in conjunction with other outreach services being provided.**

Q20. The Outreach RFP states the MWBE participation requirement is 5%. Is the 5% requirement based on budget template category Total Other Direct Costs; Total Salary, Fringe, and Other Direct Costs; or Total Project Cost (Direct and Indirect Costs)?

**A. In essence, 5% of the City's dollars need to go to certified subcontractors.**