

**Addendum 1**  
**Balance of State Housing Opportunities for Persons with AIDS (HOPWA) Program**  
**Request for Proposals 4/25/2012**

The State of Connecticut Department of Social Services is issuing Addendum 1 to the Balance of State Housing Opportunities for Persons with AIDS (HOPWA) Program 4/25/2012 Request for Proposals (RFP).

All requirements of the original RFP except those requirements specifically changed by this Addendum shall remain in effect. In the event of any inconsistency between information provided in the RFP and information in this addendum, the information in this addendum shall prevail.

This addendum clarifies the following sections of the RFP.

1. Section I.C.3. Contract Offers
2. Section III.D.1.b. Financial Management Procedures
3. Section III.D.1.f. Cost Allocation Plan
4. Section IV.G.2. Budget Requirements
5. Section IV.H. Appendices

This addendum also contains questions submitted by interested parties and the Department of Social Services official responses. These responses shall clarify the requirements of the RFP.

Clarifications to the RFP

1. **Section I.C.3, Contract Offers**, is amended as follows:

3. **Contract Offers.** The offer of the right to negotiate any contract pursuant to this RFP is dependent upon the availability of funding to the Department. The Department anticipates the following:

- Total Funding Available: ~~\$277,730~~\$254,585 in federal funds dependent upon the Department's annual HOPWA allocation from HUD
- Number of Offers: Up to four (4)
- Contract Cost: Confidential
- Contract Term: August 1, 2012 – June 30, 2013 with the option of one, one-year extension exercised at the discretion of the Department; total funding available for such extension shall be \$277,730 dependent upon the Department's annual HOPWA allocation from HUD

The Department may select as few as one successful proposal or as many as four (4) proposals dependent upon the evaluation process and the funding requested. Not necessarily all eligible geographic areas will be funded.

2. **Section III.D.1.b, Financial Management Procedures**, is amended as follows:
  - b. **Financial Management Procedures**: The respondent shall submit one (1) electronic copy of its written financial management procedures including policies/procedures for: (i) managing and tracking cash receipts/disbursements; (ii) budgeting; (iii) procurement; (iv) reconciling expenditures; (v) separation of duties/functions; and (vi) payroll. One copy only shall be included on the Compact Disk (CD) requested in Section I.C.~~10-9~~ of this RFP.
3. **Section III.D.1.f, Cost Allocation Plan**, is amended as follows:
  - f. **Cost Allocation Plan**: The respondent's Cost Allocation Plan (CAP) must include provisions for allocating allocable-as-direct costs, Administrative & General (A&G) costs, and salaries and wages. The amount of detail in the plan would depend on a number of factors including, but not limited to the size and complexity of the organization, the number of revenue sources, and the number of programs. Based on these factors, the detailed budget and cost item allocation documents may or may not need to be included in the CAP. If the respondent's CAP is not included in the Financial Management Procedures requested in Section III.D.1.b. above, one copy only shall be included on the Compact Disk (CD) requested in Section I.C.~~10-9~~ of this RFP.
4. **Section IV.G.2, Budget Requirements**, is amended as follows:
  2. **Budget Requirements**
    - ~~a.~~ ~~Budget~~
    - ~~ba.~~ Budget Narrative
5. **Section IV.H, Appendices**, is amended as follows:
  - H. **Appendices**
    1. Proof of 501(c)(3) Nonprofit Status
    2. Organizational Chart
    3. Job Descriptions
    4. Résumés
    5. DSS/CARC HMIS Report
    6. Client Satisfaction Survey
    7. Sample Subcontracts and Partnership Agreements
    - ~~8.~~ Letters of Agreement
    - ~~8-9.~~ ~~Budget~~
    - ~~9-10.~~ Audited Financial Statements
    - ~~10-11.~~ Financial Management Procedures
    - ~~11-12.~~ Cost Allocation Plan

### Questions and Answers

Question 1: Are the required forms, including the cover page, and Appendices documents, subject to the page margins? If so, can the forms be reduced in size to fit the required formatting?

Answer 1: The required Appendices and Forms identified in Section IV of the RFP do not need to conform to the margin specifications.

Question 2: The required budget form is 8 pages long. Should all 8 pages be included in the narrative section, or just the first, summary budget page? If all 8 pages, does that reduce the total allowable pages to 23 from 30? If not, should all 8 pages be included in the Appendices or elsewhere?

Answer 2: All eight pages of the budget form shall be included in Section IV.H, Appendices, and are not included in the page limit.

Question 3: If a proposal was previously submitted under the original RFP, are we required to update the forms with new signatures and dates?

Answer 3: The required Forms identified in Section IV.I of the RFP do not need to be updated if there is no change in the information contained in the forms.

Question 4: Should the proposal include a complete HMIS report (DSS - AIDS Supportive Housing / HOPWA Report Overview - 30 plus pages) for all HIV/AIDS housing funding streams and is there a specific time frame for the report?

Answer 4: Respondents may submit the HMIS-generated Demographic Summary pages only (*ServicePoint* or *Provide*). Section III.C.4.a of the RFP states "...from October 1, 2011 through March 31, 2012..." The respondent should submit summary pages only and not client level detail.

Question 5: Can we request that tenants have a minimum income of \$647.00?

Answer 5: No, there are no minimum income requirements for HOPWA-eligible clients and respondents may not establish their own.

Question 6: Is the contract pro-rated in the first year?

Answer 6: Please see amendment #1 above. The contract term is August 1, 2012 – June 30, 2013 (11 months). Respondents may submit either a reduced 11-month budget or an annualized 12-month budget that will be reduced during contract negotiations.

Question 7: Can some of the funds be used for start-up costs – i.e., computers, HMIS database license, vehicle lease down payment?

Answer 7: Yes.

Question 8: Can the funds be used for security deposits?

Answer 8: Yes.

Question 9: Can clients be charged a fee for ancillary services in a facility based model?

Answer 9: Yes, if they are truly optional and offered on an "opt-in" (vs. "opt-out") basis.

Question 10: Pertaining to section C-5, if we are renting from a landlord does that relationship constitute as a sub-contractor or partnership?

Answer 10: No.

Question 11: Pertaining to section D-1, should the Financial Management Procedures and Cost Allocation Plan be submitted just on a CD and not a hard copy?

Answer 11: Yes, the Financial Management Procedures and Cost Allocation Plan requested in Section III.D of the RFP shall be submitted only on the CD requested in Section I.C.9 of the RFP.

Question 12: In a facilities-based operation, can the clients be charged a rental fee analogous to what they would pay in a Tenant Based Rental Assistance program?

Answer 12: Yes.

Question 13: In section B, C and E, the RFP states that there is an implicit acknowledgement or agreement regarding certain policies and practices. However the forms attesting to such agreement/practices are included in the table of contents. Which forms actually must be included in the response to this RFP?

Answer 13: The forms that are required to be submitted with the proposal are identified in Section IV.I of the RFP. As stated in Section I.C.5 of the RFP, "Attachments other than the required Appendices and Forms identified in Section IV are not permitted and will not be evaluated." The respondent who is offered the right to negotiate a contract with the Department will be required to complete and submit additional forms prior to contract execution, including but not limited to the Gift and Campaign Contributions Certification (OPM Ethics Form 1) and Nondiscrimination Certification, which are described in Section II.E of the RFP.

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**Request for Proposals 4/25/2012**

Date Issued: May 15, 2012

Approved: John Merz  
John Merz  
(Original signature on document in procurement file)

This Addendum must be signed and returned with your proposal.

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Authorized Signature

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Name of Respondent