

DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES

Connecticut Homeless to Housing Services Request for Proposals RFP#: DMHAS-SWS-Housing-RFP-2023

ADDENDUM 1

The State of Connecticut Department of Mental Health and Addiction Services is issuing Addendum 1 to the **Connecticut Homeless to Housing Services Request for Proposals**.

Addendum 1 contains:

- A. Changes to the Procurement Notice** -Please note that a change has been made to **Section II PURPOSE OF THE RFP AND SCOPE OF SERVICE. Item C – SCOPE OF SERVICES DESCRIPTION is hereby deleted and replaced with the following:**

C. SCOPE OF SERVICE DESCRIPTION

1. Organizational Expectations

- a. Provide a general overview of your organization including its history and prior experience providing relevant services and engaging key stakeholders. Describe why your organization is uniquely qualified to take on this scope of work. If you intend to use subcontractors, describe why you selected the subcontractors you did and list them. Details regarding the related experience and knowledge of the subcontractors and community partners must be included in the proposal.
- b. Describe your experience with service programs that operate outside of business days/hours.

2. Service Expectations

Proposals must include a comprehensive plan to implement the following:

- a. Identify the CAN Region to be covered in this proposal.
- b. Describe your existing relationship with the CAN in which you are proposing to provide services. Attach a letter of support from your CAN for your agency and proposed subcontractors.
- c. Describe your proposed program workflow including proposed canvassing schedule, referral process and how you will ensure that those experiencing unsheltered homelessness will move into permanent housing as part of your

service delivery model. Describe the integration of the Housing First model in your program design.

- d. Describe your plan to engage and enhance any existing relationship(s) with the State Operated and Private Non Profit LMHA(s) in your CAN.
- e. Describe and name your existing relationship with providers across the substance use disorder continuum of services.
- f. Describe how your organization includes persons with lived experience including, homelessness, substance use and/or behavioral health disorders in the programs and management structure.
- g. Describe how you will connect consumers to income through employment or Social Security benefits.
- h. Describe your experience in providing services that encompass Harm Reduction.
- i. Describe how you will utilize the Assessment and Acuity Index tool to develop a Housing Services and Stabilization Plan.
- j. Describe your proposed program implementation plan and timeline.
- k. Describe your management and supervision plan for your service staff.

3. Staffing Expectations

Describe the team that would work on this new program.

- a. Key Personnel: Provide the names or titles of proposed personnel and the hours and percentages of time dedicated to this project
- b. Describe your plan to recruit and hire people with lived experience, including lived experience of homelessness, substance use and/or mental health disorders to be a member of your team.
- c. This funding is intended to create additional capacity, not fund existing positions. Describe how this funding will create additional staffing capacity and broaden the capacity for service delivery. Include job postings and descriptions you will use to create capacity to support your H2H program

4. Data and Technology Expectations

- a. Proposers must demonstrate sufficient on-site capacity to collect and manage Department-required data.
- b. Proposers and the proposed program must have the capability to access the internet, send/receive outside email and to maintain electronic health records on-site.
- c. Program service site will have processes in place that utilize data to monitor and inform program management and improvement. Proposers will have sufficient capacity to collect and manage DMHAS required data regarding admission, discharge, and services.
- d. Describe your capacity to collect consumer level data using Homeless Management Information System (HMIS) or your ability to implement such data collection within one month of award.
- e. Describe your ability to ensure staff have access to adequate technology infrastructure necessary for supporting field documentation and virtual connection or service provision should there be a resurgence in pandemic conditions that require said protocols.
- f. Describe your ability to collect and enter consumer level data in DMHAS Data Performance System (DDaP). If not currently a DMHAS funded agency, describe your plan to access DDaP and all relevant DDaP trainings and how you will comply with all DDaP requirements.

5. Financial Expectations

- a. **Financial Status Reports:** If the three (3) most recent audits are available via the Office of Policy and Management's (OPM) Electronic Audit Reporting System (EARS) system, **such may be noted in the proposal**, and a hardcopy of the audit cover letters **need not be provided**.
- b. **Audited Financial Statements:** Any proposer agency that does not hold a current contract with the Department, must submit cover letters from their auditor for the last three (3) annual audits of their agency and a copy of their most recent financial audit, included in the proposal. If less than three (3) audits were conducted, detail must be provided as to why, and any supporting documentation assuring the financial efficacy of the applicant agency should be included (i.e. an accountant prepared financial statement, a tax return, etc.).
- c. **Financial Capacity:** Describe the organization's financial capacity to properly isolate income and expenditures related to the services provided in connection with this RFP. Discuss the internal controls used to ensure the safeguarding of funds to ensure that a thorough record of expenditures can be provided for purposes of an audit.
- d. **Leveraged Funds:** Describe the proposer's long-term strategy to sustain funding for the program and explain how funds provided for performing services in connection with this RFP may be used to leverage other funding.
- e. **Mixed Funding:** If proposer is utilizing staff who will be paid from one or more sources other than DMHAS in connection with this RFP, **proposer must document how staff time for this program will be tracked**.

6. Budget Expectations

For the development of your program, staffing structure and budget, please utilize the service rate of \$9,000.00 per consumer per year.

- a. **Budget:** A responsive proposal shall include a line item budget for each of the three years that depicts the allowable costs associated with the program, staffing Full Time Equivalent (FTE) and % along with job title, utilizing the budget form embedded in appendix section. All pages should be submitted and, as they are forms, are not included in the page limit. Proposals will be competitively scored on financial feasibility.
- b. **Budget Narrative:** A responsive proposal shall detail how costs included in the line item budget were calculated. Either Microsoft Office Word or Excel format is acceptable. Allowable costs are those associated with the above described eligible activities.

B. Questions and Answers – The following are DMHAS responses to the questions received during and after the Bidder's Conference.

In the event of an inconsistency between information provided in the RFP and information in these answers, **the information in these answers shall control**.

Questions and Answers

1. **Question:** Is documentation of a disability required to be eligible for services?

Answer: No, it is not required.

2. **Question:** Is the amount of funding available 2.25 million each year? Or for the full 3 years, (742K per year)

Answer: Total available funding is \$2,250,000.00 annually

3. **Question:** Is \$2,250,000 the total available annually, or total over the 3 year term?

Answer: Same answer as #2

4. **Question:** Will the case manager continue to work with the consumer after obtaining permanent housing? If so, for how long?

Answer: Yes, as it pertains to each consumer's completed Acuity and Assessment and Housing Services and Sustainability Plan. Please reference Page 9 of the RFP – Program Overview.

5. **Question:** How many slots per region are budgeted?

Answer: There are no slots per region budgeted

6. **Question:** Are submissions due to CTSource electronically?

Answer: No, please submit your proposals via email to DMHAS via email to the agency's official contact as noted on page 1 of the procurement notice.

Agency's Official Contact:

Name: Marie-Elaina Graves

E-Mail: [**DMHAS.FiscalContracts@ct.gov**](mailto:DMHAS.FiscalContracts@ct.gov)

7. **Question:** Can you explain the \$9000 per consumer per year service rate? Is that inclusive of both outreach and housing services?

Answer: That is inclusive of all of the listed activities in the procurement notice on page 9, Homeless to housing services activities, which can be provided by respondent or respondent's sub-contractor or partner.

8. **Question:** There does not seem to be an emphasis on a harm reduction approach and providing low barrier services for engagement? Our agency would be interested in providing these services which we know would improve outcomes but it does not seem to be weighted in this specific RFP. Perhaps this would not be the vehicle for these services?

Answer: As stated in the procurement notice on page 10, Service Expectations: h: Describe your experience in providing services that encompass Harm Reduction.

9. **Question:** Is there data available to indicate the average number of individuals who will need services?

Answer: Respondents should use various data available from sources such as the annual Point in Time count, local CAN BNL data, etc. to support their response.

10. **Question:** Will you make the slide deck available?

Answer: The Bidder's Conference PowerPoint Presentation will be emailed to the Bidder's Conference registrants.

11. **Question:** In the absence of data re: number of people serviced annually it is difficult to develop a budget.

Answer: Respondents should base their budgets on their proposed number of persons they will serve. See question #9 for data resources.

12. **Question:** Can an agency apply for select towns within a designated CAN?

Answer: Respondents can apply for select towns within a designated CAN. Please refer to the evaluation criteria and weights as outlined in the procurement notice on page 15, what a top score would look like.

13. **Question:** Do they have an idea of the kind of staffing structure you are looking for?

Answer: Respondents should fully describe a staffing structure that would support the activities outlined on page 9, Homeless to housing services activities. Please refer to the evaluation criteria and weights as outlined in the procurement notice on page 15, what a top score would look like.

14. **Question:** Are they familiar with similar models that incorporate clinicians in direct service and if so, where are those located?

Answer: Yes. Respondents should research these models for details.

15. **Question:** Does the \$9000 year per client include rent payments if client has no income to start?

Answer: Rental assistance is not an allowable activity per the procurement notice.

16. **Question:** Was submission of the LOI a precondition for submission of a full proposal?

Answer: Yes, it was required as noted in the Legal Notice on page 6, I.B.8.

An Electronic Required Letter of Intent. An Electronic Letter of Intent (LOI) **is required** by this RFP. **The LOI is non-binding** and does not obligate the sender to submit a proposal. The LOI must be submitted to the Official Contact by e-mail by the deadline established in the Procurement Schedule. The LOI must clearly identify the sender, including name, postal address, telephone number, and e-mail address. It is the sender's responsibility to confirm the Agency's receipt of the LOI. Failure to submit the required LOI in accordance with the requirements set forth herein shall result in disqualification from further consideration.

17. **Question:** Do agencies need to provide a letter of support from the CAN(s)?

Answer: As stated in the procurement notice, page 10, Service Expectations: b. Describe your existing relationship with the CAN in which you are proposing to provide services. Attach a letter of support from your CAN for your agency and proposed subcontractors.

18. **Question:** Is there a reason that this starts in April instead of lining up with fiscal year?

Answer: No.

19. **Question:** Can this funding be used to fund existing positions where funding is expected to be going away, such as CV funding?

Answer: The expectation is that the funds will support a new program that meets the RFP expectations. Staffing and hiring of staff is the responsibility of the awarded agency. Please refer to the evaluation criteria and weights as outlined in the procurement notice on page 15, what a top score would look like.

20.**Question:** Is the expectation that agencies awarded become the Supportive Housing provider in the region or do we become an additional provider in addition to those already providing this service?

Answer: This procurement is not for a supportive housing program; awardee will be responsible to fulfill requirements and expectations as outlined on page 9 of the procurement notice.

21.**Question:** What is the intended use of the 9K per consumer?

Answer: It is a service rate. As stated in the procurement notice, page 9: For the development of your program, staffing structure and budget, please utilize the service rate of \$9,000.00 per consumer per year.

22.**Question:** So no rental subsidy?

Answer: No

23.**Question:** For Measure 4 "successfully permanently housed directly from homelessness" can you clarify if this means from unsheltered homelessness or any literal homelessness?

Answer: This means a person is experiencing literal homelessness, whether they are sheltered or unsheltered.

24.**Question:** Can you please clarify if the project must cover the entire CAN region?

Answer: Respondents do not need to cover the entire CAN however; DMHAS is looking for full CAN coverage. Please refer to the evaluation criteria and weights as outlined in the procurement notice on page 15, what a top score would look like.

25.**Question:** So, the 9K is really a service rate which encompasses the provision of services as outlined in the contract?

Answer: Yes

26.**Question:** An average per person?

Answer: Not a question.

27.**Question:** 9K is the usual DMHAS average per person?

Answer: Not a question.

28. **Question:** If this is not intending to fund supportive housing services, can you explain further what you mean by "Assist consumer(s) to lease and maintain permanent housing." Do you expect the CTI model?

Answer: A CTI model is not specified in the RFP. Awarded agencies will be responsible to assist consumers with leasing and maintaining permanent housing, but will not be required to use a CTI model. Please refer to the RFP summary and purpose in the procurement notice on page 3.

29. **Question:** Service cost?

Answer: Not a complete question

30. **Question:** Would we need to submit one application per CAN if we planned to apply for more than one region? Or could they be combined in one?

Answer: Yes, submit one proposal per CAN and no, they cannot be combined.

31. **Question:** Are letters of support from agencies other than the CAN allowed to be submitted in the appendix?

Answer: No

32. **Question:** Fair to assume that staff salaries of individuals providing the services should be part of how the 9K is allocated?

Answer: Yes

33. **Question:** I'm thinking the CAN will support all applications. Will that matter if all applications from one CAN all get letters? How would that be weighted?

Answer: Each proposal will be reviewed separately and scored based on Evaluation criteria and weights as outlined in the procurement notice on page 15, what a top score would look like.

34. **Question:** How do you envision current Shelter Outreach programs fitting into this?

Answer: Respondents should fully describe a service structure that would support the activities outlined on page 9, which does include the use of sub-contractors and community partners. Please refer to the evaluation criteria and weights as outlined in the procurement notice on page 15, what a top score would look like.

35. **Question:** If we submitted questions here do we need to resubmit them to ensure they get an answer on 1/20?

Answer: No

36. **Question:** If the client decides to no longer receive services and is discharged. Is there a penalty for client being discharged back to homelessness?

Answer: Using a Housing First approach, respondents should fully describe a service structure that would support the activities outlined on page 9. Please refer to the evaluation criteria and weights as outlined in the procurement notice on page 15, what a top score would look like.

37. **Question:** Does the proposer have to directly provide outreach services or can they partner with a provider for that piece?

Answer: Respondents should fully describe a service structure that would support the activities outlined on page 9, which does include the use of sub-contractors and community partners. Please refer to the evaluation criteria and weights as outlined in the procurement notice on page 15, what a top score would look like.

38. **Question:** Will you issue a list of all agencies that submitted a LOI?

Answer: The following organizations submitted Letters of Intent:

Thames Valley Council For Community Action
Liberty Community Services
Perception Programs, Inc.
Family Centers, Inc.
The Connection, Inc.
McCall Behavioral Health Network
Mercy Housing and Shelter Corporation
BH Care
Leeway, Inc.
Community Renewal Team, Inc.
United Services, Inc.
Prime Time House
Columbus House, Inc.
Chrysalis Center, Inc.
Reliance Health, Inc.

Journey Home, Inc.
New London Homeless Hospitality Center
Housing Collective, Inc.
Liberation Programs
Center for Human Development, Inc.
Community Health Resources
Goodwill of Western and Northern CT
Alliance for Living
New Reach, Inc.
Continuum of Care, Inc.
YWCA Hartford Region
Community Mental Health Affiliates

39. **Question:** Is the \$9000 pp inclusive of Admin?

Answer: Yes

40. **Question:** Do we need to be registered with CTSource?

Answer: Yes, please refer to page 4 of the Procurement Notice.

41. **Question:** Is there a penalty for a consumer unable to obtain permanent housing due to a lack of housing vouchers in the area?

Answer: No

42. **Question:** Is DMHAS envisioning that we are seeking to match these clients to vouchers that come with services or vouchers w/o services (EHVs, etc.)?

Answer: Respondents should fully describe a staffing structure that would support the activities outlined on page 9, Section II.B.1, Homeless to housing services activities. Please refer to the evaluation criteria and weights as outlined in the procurement notice on page 15, what a top score would look like.

43. **Question:** Is there a preferred staffing expectation/structure? Does clinical staff need to be available for support/supervision, or as part of the team?

Answer: Respondents should fully describe a staffing structure that would support the activities outlined on page 9, Section II.B.1, Homeless to housing services activities. Please refer to the evaluation criteria and weights as outlined in the procurement notice on page 15, what a top score would look like.

44.**Question:** Is there 1 proposal per CAN?

Answer: Yes, only one proposal per CAN, see map link in the RFP.

45. Can we submit one proposal with a catchment area that includes towns from more than one CAN?

Answer: No

46. Would you please clarify if one packaged application will be accepted for all of western CT or is it necessary for me to submit 2 separate applications, one for each CAN geography?

Answer: Only one application per CAN, please refer to the map link included in the RFP.

Map – link <https://cceh.org/work/coordinated-access/>

47.**Question:** Can an agency submit a proposal for select towns within a CAN?

Answer: Respondents can apply for select towns within a designated CAN. Please refer to the evaluation criteria and weights as outlined in the procurement notice on page 15, what a top score would look like.

48.**Question:** If so, will a proposal submitted for a smaller geographical area be scored lower than a proposal for the entire CAN?

Answer: Respondents can apply for select towns within a designated CAN. Please refer to the evaluation criteria and weights as outlined in the procurement notice on page 15, what a top score would look like.

49.**Question:** Do you want years 2 and 3 added to the budget form?

Answer: Yes, please refer to page 11 on the RFP.

50.**Question:** Recognizing that individuals served by this program may literally have nothing (warm clothing, hygiene products, bedding, etc.), can we budget for client support items?

Answer: Yes

51. **Question:** Do you want proof of ***staff*** clinical DPH licensure, or of agency DPH licensure?

Answer: No

52. **Question:** Do you have specific key personnel in mind for this proposal

Answer: Please refer to the evaluation criteria and weights as outlined in the procurement notice on page 15, what a top score would look like.

53. **Question:** For performance measure 1 "At least 90% of referred consumers are successfully contacted within 24 hours." Could you clarify within 24 hours of (what)? And is it 24 business hours?

Answer: Persons who are referred to the H2H must have a contact within 24 hours.

54. **Question:** Where are referrals expected to come from for this program? The CAN, or direct referrals from DMHAS/ LMHAS?

Answer: Consumers should be primarily identified through canvassing activities. Some referrals may come from the community at large, CANs, DMHAS/LMHAs, including community partners.

55. **Question:** On the bidders call it was mentioned that this is "not a supportive housing RFP", however some of the performance measures (in particular Measures 3 and Measure 6) seem to be more aligned with a supportive housing model. Would you be able to provide some clarification on how DMHAS envisions selected contractors reaching these outcomes when not sustaining relationships for extended periods post housing?

Answer: Housing sustaining services are listed on page 9 on the allowable activities and on page 3, in the RFP summary and purpose.

56. **Question:** Is DMHAS envisioning that the selected contractors will seek to match these clients to vouchers that come with services, or vouchers w/o services (EHVs, etc.)

Answer: Respondents should fully describe a staffing structure that would support the activities outlined on page 9, Section II.B.1, Homeless to housing services activities. Please refer to the evaluation criteria and weights as outlined in the procurement notice on page 15, what a top score would look like.

57. **Question:** Is the \$9000 inclusive of admin? Can you explain the \$9000 per consumer per year services rate? Is that inclusive of both outreach and housing services?

Answer: Responded in Questions 7, 21, 32, and 39, please refer to those responses.

58. **Question:** Is the amount of funding available 2.25 million each year, or for the full 3 years (742k year)?

Answer: Please refer to responses on questions 2 & 3.

59. **Question:** Can this funding be used to fund existing positions where funding is expected to be going away, such as CV funding?

Answer: Please refer to response in question 19.

60. **Question:** For Measure 4, "successfully permanently housed directly from homelessness" can you clarify if this means from unsheltered homelessness or from any literal homelessness?

Answer: Please refer to response in question 23.

61. **Question:** If this is not intending to fund supportive housing services, can you explain further what you mean by "assist consumers to lease and maintain permanent housing?" Do you expect the CTI model?

Answer: Please refer to response in question 28.

62. **Question:** The list of activities includes "collaborate with or build capacity for Clinical staff to complete Disabling Condition Verification." What level of certification is required of clinical staff to complete this verification?

Answer: A Connecticut licensed, professional.

63. **Question:** How is capacity per CAN determined?

Answer: Respondents should use various data available from sources such as the annual PIT count, local CAN BNL data, etc. to support their response and support their proposed capacity.

64. **Question:** Will funding for these services be extended beyond the initial contract term?

Answer: The Department has the right to extend the contracts based on funding availability, see page 5 of RFP.

65. **Question:** Can you please clarify the proposal submission outline in more detail. On page 18 the outline is A-H. On page 9 C. Scope of service description #1. Organizational expectations, a, b is this the start of the main proposal or is that a part of the executive summary? The next line #3. Service expectations – 20 pages main proposal starts a-k is this the start of the proposal?

Answer: Please refer to Section II, Pages 9 to 11. Also refer to Addendum #1 - Changes to Legal Notice. The 20 pages main proposal listed under Service Expectation in Section II.C.3 of the Original Legal Notice was deleted. The Main Proposal page limit applies to Section II.C. Items 1 through 4.

“Proposers should use their discretion to determine whether certain required information is sufficiently captured in the body of their proposal or requires additional attachments for clarification”.

There is no limits on attachments as long as the attachments are relevant to your main proposal. You are not to extend or expand the 20 page limit of the main proposal. The attachment section is to include any supporting document referencing your main proposal. However, attachments such as organizational charts, resumes, job descriptions, implementation plans, budgets, budget narrative, etc. are allowed. Each attachment must be labeled and added to the table of contents.

66. **Question:** Several partners in our region would like to collaborate on an application that would cover the entire Eastern CAN. Given the large geographic area of the Eastern CAN and some differences in models most relevant to particular parts of our CAN, however, we believe having two lead agencies would be most effective in supporting program implementation and management.

We understand that we can submit two applications covering different regions of our CAN that would be scored and evaluated separately but this fails to capture the impact of CAN wide collaboration. We also understand that one agency could serve as the lead for our whole CAN but the complexities of subcontracting are many making this kind of collaboration cumbersome.

Could several providers join together to submit one collaborative application covering our whole Eastern CAN (to be scored as one submission) but if selected request that DMHAS contracts with two "lead" agencies? Our proposal would clearly outline the funding request, service model and projected service levels for each proposed lead agency to provide DMHAS with all the details needed to support the award of two contracts.

Answer: Each proposal will be reviewed separately and scored based on Evaluation criteria and weights as outlined in the procurement notice on page 15, what a top score would look like.

67. **Question:** What are the timeframes for performance measures 2, 4, 5, and 6 on page 12 of the RFP?

Answer: Please see page 12, contract management/data reporting section of the procurement notice for more information on monthly and or annual reporting.

68. **Question:** What is the anticipated training/experience/education required for these positions?

Answer: The expectation is that the funds will support a new program that meets the RFP expectations. Staffing and hiring of staff is the responsibility of the awarded agency. Please refer to the evaluation criteria and weights as outlined in the procurement notice on page 15, what a top score would look like.

69. **Question:** What is the anticipated length of time for a participant to be enrolled in services? Is case management following the participant once they are housed? For how long? How does this impact caseload size?

Answer: Services are expected to continue as it pertains to each consumer's completed Acuity and Assessment and Housing Services and Sustainability Plan.

Respondents should outline what their proposed caseload size will look like based on their plan to provide services listed on page 9 of the procurement notice, program overview.

70. **Question:** In what format would DMHAS like proof of registration with the Secretary of the State to be provided (e.g. screenshot from service.ct.gov website)?

Answer: A copy of the registration can be submitted and placed in the Appendix. A copy of the screenshot from the website is also acceptable.

71. **Question:** On PowerPoint slide page 24, Acknowledgment of Contract Compliance and Notification To Bidders are listed as separate bullets. Are these two separate documents to be submitted or only the form referenced in section F. of the RFP?

Answer: Please refer to the Appendix Section in the RFP for a copy of the Contract Compliance Form. For Notification to Bidders form, here is the link: Notification to Bidders, Parts I-V <https://portal.ct.gov/-/media/CHRO/NotificationtoBidderspdf.pdf> (RFP page 4)

72. **Question:** On PowerPoint slide page 24, Consulting Agreement Affidavit is listed as a required form. Can a link be provided to this document?

Answer: This form is not required. The PowerPoint presentation doesn't supersede the Procurement Notice (RFP).

73. **Question:** On page 13 of the RFP it says:

"Attachments other than the required appendices or forms identified in the RFP are not permitted and will not be evaluated. Further, the required appendices or forms must not be altered or used to extend, enhance, or replace any component required by this RFP."

Based on this, I would expect that it would **not** be admissible to put the Timeline, for example, in an attachment, since that would be "extending" a component (the "Service Expectations" section) in an attachment.

But on p. 41 of the RFP it says:

"Proposers should use their discretion to determine whether certain required information is sufficiently captured in the body of their proposal or requires additional attachments for clarification". It then includes "Service Requirements/ Scope of Services" as an example of a permissible additional attachment.

Based on this, I would expect that it **would** be admissible to put the timeline in a "Service Expectations" attachment.

So, which of these two interpretations is correct?

Answer: "Proposers should use their discretion to determine whether certain required information is sufficiently captured in the body of their proposal or requires additional attachments for clarification".

There is no limits on attachments as long as the attachments are relevant to your main proposal. You are not to extend or expand the 20 page limit of the main proposal. The attachment section is to include any supporting document referencing your main proposal. However, attachments such as organizational charts, resumes, job descriptions, implementation plans, budgets, budget narrative, etc. are allowed. Each attachment must be labeled and added to the table of contents.

74. **Question:** The narrative outline structure which begins on p.9 of the RFP (“C. SCOPE OF SERVICES”) is numbered as follows:

1. Organizational Expectations.
3. Service Expectations.
3. Staffing Expectations
4. Data and Technology Expectations
5. Financial Expectations
7. Budget Expectations

I assume there is no problem with renumbering these items 1,2,3,4,5,6. Is that correct?

Answer: Yes. We submitted revised language with this addendum.

75. **Question:** Do they have an idea of the kind of staffing structure you are looking for? Are there key positions you are wishing to have as part of the proposal?

Answer: Respondents should fully describe a staffing structure that would support the activities outlined on page 9, Homeless to housing services activities. Please refer to the evaluation criteria and weights as outlined in the procurement notice on page 15, what a top score would look like.

76. **Question:** Are they familiar with other models that mimic the proposed model. If so, where are they located?

Answer: Yes there are similar models around the country. Respondents should research these models for details.

77. **Question:** Are they familiar with similar models that incorporate clinicians in direct service and if so, where are those located?

Answer: Yes. Respondents should research these models for details.

78. **Question:** I recognize that our local CAN may be able to provide homelessness data for identified regions. However, we are requesting the provision of that data directly from DMHAS so as to ensure data is provided uniformly and accurately to all interested parties.

Answer: Respondents should use various data available from sources such as the annual Point in Time count, local CAN BNL data, etc. to support their response.

79. **Question:** How many consumers are you anticipating will be served annually? Is there any data that can be provided to support this number?

Answer: Respondents should use various data available from sources such as the annual PIT count, local CAN BNL data, etc. to support their response and support their proposed capacity. Respondents should outline what their proposed numbers served will look like based on their plan to provide services listed on page 9 of the procurement notice, program overview.

80. **Question:** Who are they envisioning will be members of the service team?

Answer: Respondents should fully describe a staffing structure that would support the activities outlined on page 9, Homeless to housing services activities. Please refer to the evaluation criteria and weights as outlined in the procurement notice on page 15, what a top score would look like.

81. **Question:** Who are the current supportive housing providers in Windham and New London County?

Answer: The following is a listing of the current supportive housing providers in Windham and New London County:

ACCESS Agency, Inc.
Alliance for Living
Connection, Inc.
New London Homeless Hospitality Center
Reliance House, Inc.
Safe Futures Sound Community Services, Inc.
Thames River Community Service, Inc.
Thames Valley Council for Community Action, Inc.
United Services, Inc.

82. **Question:** Do individuals have to be chronically homeless as defined as having been unhoused for 12 months with a disability verification to qualify for this program?

Answer: The population served must be DMHAS eligible as noted on page 8 of the procurement notice, Agency Overview.

83. **Question:** If the answer to number 8 is no, please provide the DMHAS definition of homeless as it applies to this RFP.

Answer: All definitions for terms used in the procurement notice begin on page 27.

84. **Question:** Page 10 staffing expectations item 3 c- it says "include job postings and descriptions." Does this mean a short blurb in the narrative, or a full job description as an attachment? This goes along with the next question.

Answer: Include a short blurb in the narrative and attached a job posting and descriptions as attachment. All attachments must be labeled and added in the Table of Contents.

85. **Question:** Page 41- which of these attachments are required versus optional? The highlighted statement is a little confusing and opens it up to extending the narrative via attachments:

Main proposal and with relevant attachments. **Proposers should use their discretion to determine whether certain required information is sufficiently captured in the body of their proposal or requires additional attachments for clarification.**

Additional attachments may include (bullets below are examples only):

- o Organizational Requirements
- o Services Requirements/Scope of Services
- o Staffing Requirements
- o Data and Technology Requirements
- o Subcontractor – (not applicable)
- o Financial Requirements
- o Budget and Budget Narrative (Include startup cost)

Answer: Please refer to Section II of the RFP (pages 8 to 12). We submitted an addendum to Section II, C: Scope of Services.

"Proposers should use their discretion to determine whether certain required information is sufficiently captured in the body of their proposal or requires additional attachments for clarification". There is no limits on attachments as long as the attachments are relevant to your main proposal. You are not to extend or expand the 20 page limit of the main proposal.

The attachment section is to include any supporting document referencing your main proposal. However, attachments such as organizational charts, resumes, job postings, job descriptions, implementation plans, budgets, budget narrative, etc. are allowed. Each attachment must be labeled and added to the table of contents.

86. **Question:** Page 41- are each of these items to be uploaded to the State Contracting Portal?

- Submit Campaign Contribution Certification (OPM Ethics Form 1): <https://portal.ct.gov/OPM/Fin-PSA/Forms/Ethics-Forms>
- Acknowledgement of Contract Compliance – Notification to Bidders
- Equal Employment Opportunity
- IRS Determination Letter (for nonprofit proposers)
- Three years of most recent annual audited financial statements; OR any financial statements prepared by a Certified Public Accountant for proposers whose organizations have been incorporated for less than three years.
- Proposed budget, including budget narrative and cost schedules for planned subcontractors, if applicable.
- Conflict of Interest Disclosure Statement
- Statement of Assurances
- Declaration of Confidential Information
- Proof of DPH Clinical Licensure – (as applicable)
- Organizational Chart
- Resume of Key Personnel

Answer: No, on page 41, we provided a copy of the RFP Checklist and timeline to assist proposers in planning and compiling documents. Your electronic proposal must be submitted via email as instructed in the RFP. Do not upload these document to CTSource (the State Contracting Portal). Please refer to answer on questions 85 and 86.

87. **Question:** What is meant by “resume of key personnel” above? (page 42)

Answer: To assist respondents in managing proposal planning and document collation processes, this document summarizes key dates and proposal requirements for this RFP. Please note that this document does not supersede what is stated in the RFP. Please refer to the Proposal Submission Overview, Required Proposal Submission Outline, and Mandatory Provisions (Sections II, III, and IV of this RFP) for more comprehensive details. It is the responsibility of each respondent to ensure that all required documents, forms, and attachments, are submitted in a timely manner.

Date: January 20, 2023