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DEPARTMENT OF HEALTH & SOCIAL SERVICES



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**Solano County Health & Social Services Department
Employment and Eligibility Services Division**

Addendum to RFP #2019-EE01

Proposers' Questions and Answers

- Q1. Is there openness to having a team work on the project, or does it have to be one person as the "Navigator?"**
A1. Yes, a team approach is acceptable.
- Q2. Who has been providing these services up to this point?**
A2. The Social Worker IIIs assigned to the Employment & Eligibility Services Division.
- Q3. What is the expectation around the Housing Navigator meeting with the families or the case conferencing team? How often and where?**
A3. To be determined, this will be outlined in contract scope of services.
- Q4. What work (i.e. goal planning, employment search, credit improvement) will have been done between the family and the case manager in advance of the referral to housing search/navigation?**
A4. The activities described above are the responsibility of the assigned social worker. These may be completed before or during the referral process to the housing navigator.
- Q5. Will the winning Proposer have access to previous years' successes and lessons learned?**
A5. Successes and lessons learned are incorporated in the Housing Support Program (HSP) Policies and Procedures which will be provided to the selected proposer.
- Q6. Is one of the metrics Solano is telling the state, the number of new property owners that are working with the Housing Support Program?**
A.6 No, we are only required to report the number of newly housed families as well as those receiving continued rental assistance.
- Q7. Is the HSP already incorporated into the coordinated entry system—Resource Connect Solano?**
A7. Yes, HSP clients are entered into the Homeless Management Information System (HMIS).

Q8. Is the 80% on page 5 refer to the 80% of the 75 families in the first full year?

A8. No, the 75 new families is the target for FY 19/20. The Housing Navigator will be responsible for identifying housing for 35 of those families in FY 19/20. The target number of families for FY 20/21 has not yet been established. Based on our program history and funding availability, we are projecting an estimated 10% increase in the target number for FY 20/21. The Housing Navigator will be responsible for identifying housing for 80% of the target families.

Q9. How many families will likely be referred to connected with the Housing Navigator during the first five months? What if it is not enough to meet the 35 placements? (say 45-50 referrals needed)

A9. Based on 2019 trends, we anticipate approximately 75 families will be referred to the Housing Support Program between February and June 2020. Families that have located their own housing will not require a referral to the housing navigator.

Q10. Is there likelihood the program will grow significantly in future years? Could the number double in the second full year?

A10. Based on our program history and funding availability, we are projecting a 10% increase in the target number of newly housed families for FY 20/21.

Q11. Will the families be “document-ready” (birth certificates, IDs, income verification) when they start to work with the Housing Navigator?

A11. Typically, yes as these families are active to cash aid and have already provided required documentation to their CalWORKs worker.

Q12. For the HSP database, will the provider “hold it” or the County?

A12. The contractor will be responsible for developing and maintaining the database. Solano County will own the database.

Q13. Who is expected to be able to access the database?

A13. In addition to contractor, designated county program staff shall be granted access.

Q14. Do you do the participant finder’s fee in Solano County?

A14. No, not at this time.

Q15. How was the amount available under the RFP determined?

A15. Based on available administrative allocation from CalWORKs Housing Support Program (HSP) funding.

Q16. What is the likelihood of the second 12 months of funding not being available?

A16. Based on historical trends the Housing Support Program has continuously received state allocation funding from California Department of Social Services (CDSS), so we anticipate the availability of funds. However, since the funds are from the state, they are subject to availability.

Q17. If the HSP program and placement numbers increase for FY21 or future years, can the contract value be negotiated further?

A17. Contract funding for FY 20/21 and consecutive years is subject to availability and approval of federal and state funding.

Q18. For Attachment A, Section 4, can we use our standard agency budget format in place of or in addition to the format on page 7?

A18. No, proposers must use the form stated in the RFP.

Q19. Are “indirect costs” as described on page 9 of the RFP the same as “overhead expenses” in section 4 of Attachment A?

A19. Yes, the “Overhead Expenses” on Section 4 of Attachment A refers to the “Indirect Costs” described on page 9 of the RFP.

Q20. If the proposer has a Federally Authorized Negotiated Cost Rate higher than 15%, how would we handle that in the proposed budget?

A20. Proposer can use and submit a federally approved negotiated indirect cost rate and must be prepared to submit supporting documentation of the approved rate during the contract negotiating period.

Q21. Do you want the original and 5 copies of the response packet bound in any way?

A21. No, staple and/or binder clip only.

Q22. Proposer address—we prefer to use a PO Box rather than a street address, is that acceptable?

A22. The RFP proposal must contain a street address, all other correspondence may utilize a PO Box.

Q23. Email address—we prefer to have communications go to a general email address rather than one named person; is that acceptable and where would we enter that?

A23. Yes, it is acceptable. Recommend using a second email address in addition.