

Request for Proposals # 2024CHS544RFP

Addendum # 2

ADDENDUM DATE ADVERTISED: 02/20/2024.

ORIGINAL DATE ADVERTISED: 2/5/2024.

Title: **Health Care for the Homeless 2025 - 2027 330h Funding Solicitation**

Number: # 2024CHS544RFP

Due Date: No later than Mar 18, 2024, 05:00 PM

Contact: CPRES-CHS@kingcounty.gov

This Addendum provides the following clarifications and additional information about the referenced solicitation:

1. PowerPoint slides from Pre-proposal conference
2. Questions and Answers

Q) Can programs currently not receiving funding from Healthcare for the Homeless (HCHN) apply for this funding?

A) Yes. New organizations are welcomed and encouraged to apply. This funding opportunity is fully competitive in that existing organizations need to apply to receive funding and may not be funded or may receive reduced funding in order to fund other more competitive proposals.

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Q) Is there a minimum or maximum dollar amount for proposals?

A) No, but proposals will be competitively considered along a number of factors, with budget feasibility and programmatic diversity being among them.

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Q) If programs are currently funded by HCHN, will past or current work be considered in regards to the RFP application?

A) Currently funded programs must reapply to keep their current funding unless they have received specific guidance from their contract monitor. Past or current work can and should be referenced in the application as evidence of program capacity and performance. Anything ***not*** included in the submitted application will ***not*** be considered by the review panel.

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Q) Can a currently funded program apply to *expand* services?

A) Yes.

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This Addendum will be provided in alternative formats upon request.

Q) Will awards be evenly structured—I.E. the same amount within each scope?

A) No. Award amounts will be calibrated in accordance with the specific proposals and the overall needs of the network. Naturally, some will be smaller and others larger.

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Q) As a small nonprofit, our organization has not had a financial audit yet. Are we still eligible to apply?

A) A financial audit is not required for nonprofits who expend less than \$750,000 per year in federal funding, or whose annual gross revenue is less than \$3 million over the preceding three fiscal years.

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Q) Can one organization apply to multiple Scopes of Work?

A) Yes. Organizations may apply for multiple scopes within a single application, and the proposed program elements may be intertwined in that application as far as is reasonable for service delivery, ***except in the case of Scope #4 (Senior Mobile Medical Van)***. All Scope #4 proposals must demonstrate full programmatic distinction from other scopes. This is because Scope 4 is the only program scope that will, in part, serve clients who are **not** homeless.

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Q) How many applications will be awarded for each scope.

A) For Scopes #1 – 3 (Medical, Behavioral, and Enabling Services), there is no set number of awardees. Dollar distribution between scopes will be considered based on the strength of program applications and from a network wide perspective, with the overall goal of ensuring as much programmatic breadth and depth as possible given the total funding amount.

For Scope #4 (Senior Mobile Medical Outreach), there will be a **maximum** of 2 awards.

For Scope #5 (Highly Impacted Communities strategy) there will be **one awardee**. The purpose of selecting a single awardee is to ensure that the total \$150,000 award amount can have maximum impact for the receiving organization.

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Q) Are these contracts cost reimbursement models only, or can they be based on deliverables?

A) Contracts must be based on a contract cost reimbursement model, we cannot at this time support a deliverables-based model.

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Q: What determines the organizations eligibility for TA assistance?

A) An organization must have **both** fewer than 20 full-time equivalent staff **and** an annual operating budget of less than \$4,000,000 (four million) in the 2023 fiscal year. Note that this dollar amount would represent the **entire** budget of the applying organization, not just the program or department delivering the proposed scope of work.

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Q) Do staff need to be agency affiliated registered counselors to apply for Enabling Services?

A) No. Please see table 1, scope 3 (page 12 of the RFP) for enabling service provider types.

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Q) What, if any, staff member or organizational certification is required for Enabling Services?

A) No certification is required.

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Q) Must all funded staff be client facing?

A) No. Supporting staff positions are allowable as part of program budgets.

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Q) Can geographic service areas (I.E. where clients would access resources) shift, so long as that shift is still delivering the same types of service and addressing the same types of needs for clients?

A) In your application, you will need to describe which geographic region(s) of King County services will be provided in, and this cannot change. See Part 2 Scopes of Work Geographic areas (page 10) for options. You can propose to provide services county-wide if you need additional flexibility, however the equitable distribution of funds across county regions is one of the considerations for awards.

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Q) Is charting software or other documentation software systems required for Enabling Service applicants?

A) For enabling services, see Table 1 scope 3 "Outcomes" for examples of the types of data you will need to be able to track with your documentation system (Page 12). See Part 1 Agency Capacity (page 9) regarding required reporting capacity. You must have a system that enables you to track data at the individual patient and visit level (through electronic medical/health record, excel spreadsheet, or other database management system), and be able to submit that data on HCHN patients/clients monthly.

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Q) How does this cycle's award amount compare to previous cycles?

A) It is comparable to the 2022 – 2024 award amount.

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Q) What kind of data will programs be required to submit?

A) As the work of the network is intended to serve homeless folks along a long continuum of care, not all data metrics will be relevant to all applicants. Program model differences will be considered in determining data requirements, and pre-contract negotiation of specific data elements will be conducted with contract staff once funding is awarded. More information on data requirements can be found within the RFP and its attachments. See Part 1 Agency Capacity (page 9) regarding required reporting capacity: You must have a system that enables you to track data at the individual patient and visit level (through electronic medical/health record, excel spreadsheet, or other database management system), and be able to submit that data on HCHN patients/clients monthly.

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Q) For cross-agency collaborative proposals, are collaborating agencies required to submit letters of support or other documentation affirming the partnership?

A) In the case of a cross-agency collaboration, letters of support are not required but may be submitted if you so choose.

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Q) This RFP includes federal funding. Will sub-contractors be subject to federal terms & conditions?

The RFP does specify that contractors will be subject to federal terms and conditions - see RFP Attachment E – Sample Contract, Part B. Contractors will be subject to certain but not all the federal terms and conditions that sub-recipients are subject to. CFR 200.331 states that, although a contractor may not be subject to compliance requirements of the Federal program as a result of the agreement, similar requirements may apply for other reasons. The implication is that the heightened requirements of sub-recipients are not applied to sub-contractors. However, Public Health's HRSA 330h grant is governed by terms and conditions in the HRSA compliance manual, which states in part: *The health center must oversee contractors to ensure their performance is in accordance with the terms, conditions, and specifications of their contracts and to assure compliance with applicable Federal requirements.*