Date: February 19, 2019

To: All Proposers

From: Carolyn Clow, Purchasing Agent

Subject: Addendum #1 to RFP #119034: Housing Navigation Services

**Additional Background Information**

In this RFP, in order to maximize the resources available for housing navigation services, Dane County is combining its existing funding for housing navigation (supported by the Department of Human Services for many years at the Housing Resource Desk and currently provided by the Community Action Coalition of Southcentral Wisconsin), with $70,000 in new housing navigation dollars that were included in the Dane County Executive’s 2019 budget.

This RFP seeks proposals that provide an innovative and collaborative path to provide more intensive services to two target populations experiencing homelessness, and more generalized services to a broader population who have a less than perfect housing history that prevents them from easily accessing housing.

The two target areas are 1. Young adults ages 18 – 24, and 2. Individuals who are living in shelter and/or on the streets, and not otherwise connected to housing services through case management, with services located on-site at The Beacon day resource center.

The core of the generalized service to a broader population is envisioned to be a website that can provide an up-to-date and relevant online search of housing options that are more accessible to individuals with a less than perfect housing history and/or limited income.

The website is also envisioned to be a central location for resources on how to find housing, identify and cure housing barriers, how to approach a landlord, videos targeted to those seeking housing or agencies, etc. Other approaches could include regularly scheduled workshops targeted to individuals seeking housing and agency staff at various community locations, limited walk-in hours at various community locations, or other ideas presented by the applicant.

The intent is for the available funding to support 3.0 FTE. However, the County recognizes that some start-up costs may be necessary to meet certain requirements of the RFP (such as website development). Proposals must include 1.0 FTE to provide services to young adults ages 18 – 24.

The Department of Human Services will negotiate the final terms of the contract and program specifics with the selected applicant. During that time, additional conversations can be had about how to achieve the goals and requirements laid out in the RFP.

**The following questions were received and responses are provided:**

1. **The RFP says “…applicants are expected to provide the equivalent of 40 hours of service provision at The Beacon.”  That’s intended to be 40 hours per week.  Correct?**

Correct. At least 40 hours of service per week must be provided at The Beacon day resource center for the target population for this service location. Please reference section 3.2 of RFP #119034:

“c. Physical presence at The Beacon day resource center:

Services targeted to individuals who are not currently in housing, experiencing homelessness as defined by HUD (living in a shelter or on the streets), and not currently enrolled in another case management or outreach program where they would be obtaining housing navigation services.

Services provided to this population are anticipated to be more individualized, similar to case management.”

1. **“Current Operations” refers to the delivery of service at the Dane County Job Center.  Is delivery of service at the Job Center a requirement under the RFP?  Or an option?  Or does the County want to discontinue service at the Job Center?**

Service delivery at the Dane County Job Center is not required, however, the applicant is not prohibited from including the Dane County Job Center as a service location in their proposal.

1. **What is the price of office space rent at The Beacon?  Or, as has been the case in the past, will the County provide office space on a *gratis* basis?**

Rent will not be charged to the applicant to deliver services at The Beacon.

1. **Similarly, if there were service at the Job Center, what would be the price of office space rent?**

The applicant will not be charged rent at the Dane County Job Center if services are proposed to be provided at that location in 2019.

1. **Whether The Beacon or the Job Center, would office space be furnished or unfurnished?**

Office space at The Beacon is furnished with a minimum of two desks, two chairs, two phones, and two computers. Phone and computer equipment is available for use through a memorandum of understanding between the agency providing housing navigation services and Catholic Charities, the provider of services at The Beacon.

Office space at The Job Center is not furnished. Data ports are available for telephone and internet connectivity.

1. **Whether The Beacon or the Job Center, as has been the case in the past, will telephone service provided on a *gratis* basis, or a cost the service provider will incur?  How about broadband internet connectivity?**

Partner providers at The Beacon do not reimburse Dane County for telephone or internet expenses incurred at that location, through the equipment provided in that space.

If services are provided at The Dane County Job Center, provider would be responsible for reimbursing Dane County for any use of phones, printing, and/or mail services at the Dane County Job Center in 2019.

1. **Is the Scope of Service intended to cover clientele that is seeking or seeking to maintain home ownership?**

Helping clients seek or maintain home ownership is not prohibited under the scope of services.

1. **Under the current contract, we are required to print paper copy Rental Housing Vacancy Lists every week.  The List is not mentioned under the Scope of Service.  Is the List to be continued?  Discontinued?  Continued at the option of the service provider?**

Applicants may decide what role a housing vacancy list may or may not play in their program proposal.

1. **The Scope of Service calls for the development of a new website.  Who will own the rights to the website’s domain?  The service provider or the County?**

Dane County will own the rights to the website’s domain.

1. **The current Rental Housing Vacancy List is to be updated weekly.  The Scope of Service does not mention a frequency of update for the website?  Is there a required frequency of update?  Or is the frequency of update at the option of the service provider?**

The County would expect content provided on the website to be updated as frequently as necessary to maintain the most relevant and helpful information to customers.

1. **One clarifying question - this is for one position correct?  We thought there were going to be 3 housing navigator positions but we think this is just for the youth navigator. Correct?**

The total number of positions supported by the funding available is dependent on the applicant’s proposal.

The intent is for the available funding to support 3.0 FTE. Additional funding was provided for these services in the 2019 Dane County budget. However, the County recognizes that some start-up costs may be necessary to meet certain requirements of the RFP (such as website development).   
  
Proposals must include 1.0 FTE to provide services to young adults ages   
18 – 24.   
  
Community Action Coalition for Southcentral Wisconsin (CAC) holds the existing housing navigation contract until April 30th. CAC provides direct housing navigation services through 2.0 FTE.

The recipient of this RFP will provide housing navigation services for the remainder of 2019, with an option by mutual agreement of the County and contractor, to renew for 4 additional 1 year periods.

Please acknowledge receipt of this addendum by checking the “Addendum #1” box in **Section 6 – Required Forms – Attachment A - Vendor Information** of your proposal response. If you have questions regarding this addendum, please contact me via phone or email as listed below.

Sincerely,

Carolyn A. Clow

Purchasing Agent

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