



COUNTY OF DANE
DEPARTMENT OF ADMINISTRATION
PURCHASING DIVISION

City County Building
210 Martin Luther King Jr. Blvd. Room 425
Madison, WI 53703-3345

GREG BROCKMEYER
Director of Administration

CHARLES HICKLIN
Controller

Date: August 26, 2021
To: All Proposers
Subject: Addendum #1 to RFP #121068 – Housing Case Management Services

The following questions were received and responses are provided:

- 1. In regard to the program budget and personnel schedule, what is the definition of County Funded Admin and County Funded Program?**
See Tab 12 Adm & Pgm Guide on the Cost Proposal Excel spreadsheet for definitions.
- 2. The RFP requires Attachment B: Agency Governing Board. We are a for-profit agency, can I assume that we can just disregard this attachment? Or is there guidance available on how to submit information for agencies that don't have this structure as I am concerned this would be considered an incomplete application if the form isn't submitted.**
If there is no governing board, advisory team or other formal committee within your organization, please include staff information that are in leadership and management roles instead (ie: CEO, CFO, COO, etc.).
- 3. How are households defined for the purposes of costs and program participation? i.e. if individuals are married, do they take up 1 program spot in the 230 slots, or 2 program spots? Likewise, would unmarried individuals take up 2 program slots, even if they are living in the same unit? If individuals are in the process of trying to regain custody of children, would they be included in the "family" slots or in the other slots?**
A household is a program slot. If a household is a family with minor children, it would be one household and one program slot. In a situation where two adults are roommates and have their own lease, it would be two households and two program slots.

If minors are living in the household the household is generally considered a family with minor children rather than a single adult or a family without minor children (couples).

The available slots for families (67) and adults without minor children (230) is a general guideline for the population served by the hotels to housing program. If an agency proposes to serve both populations they should provide their best guess for how many of each population they will serve.



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4. **Is there an identified frequency for reporting requirements under 2.7 (some are listed, but not all)?**

Reporting is generally due quarterly in the month following the end of the quarter.

5. **Is the \$6M available for the program in 2022 specific to the Case Management Services, or for the Case Management and rental assistance all inclusive?**

\$6 million is the current amount available for rental assistance and case management in 2022, pending final approval of the Dane County 2022 budget.

Please acknowledge receipt of this addendum by checking the "Addendum #1" box on **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,

Pete Patten
Lead Purchasing Officer
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