

AMENDMENT OF SOLICITATION / MODIFICATION OF CONTRACT			1. Contract Number	Page of Pages	
				1	2
2. Number DCJA-2010-R-0007-A0002	3. Effective Date See Block 16C	4. Requisition/Purchase Request No.	5. Solicitation Caption Management Oversight – Homeless Services Continuum of Care		
6. Issued by: Office of Contracting and Procurement 441 4 th Street, NW, Suite 700S Washington, DC 20001		Code	7. Administered by (If other than line 6) Office of Contracting and Procurement 441 4 th Street, NW, Suite 700S Washington, DC 20001		
8. Name and Address of Contractor (No. street, city, county, state and zip code) PROSPECTIVE OFFERORS		9A. Amendment of Solicitation No. DCJA-2010-R-0007		9B. Dated (See Item 11) August 18, 2010	
Code		Facility		10A. Modification of Contract/Order No.	
				10B. Dated (See Item 13)	
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS					
<input checked="" type="checkbox"/> The above numbered solicitation is amended as set forth in item 14. The hour and date specified for receipt of Offers <input checked="" type="checkbox"/> is extended. <input type="checkbox"/> is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning 2 copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) BY separate letter or fax which includes a reference to the solicitation and amendment number. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such may be made by letter or fax, provided each letter or telegram makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.					
12. Accounting and Appropriation Data (If Required)					
13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACT/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14					
A. This change order is issued pursuant to (Specify Authority): 27 DCMR, Chapter 36, Contract Modifications The changes set forth in Item 14 are made in the contract/order no. in item 10A.					
B. The above numbered contract/order is modified to reflect the administrative changes (such as changes in paying office, appropriation data etc.) set forth in item 14, pursuant to the authority of 27 DCMR, Chapter 36, Section 3601.2.					
C. This supplemental agreement is entered into pursuant to authority of:					
D. Other (Specify type of modification and authority)					
E. IMPORTANT: Contractor <input type="checkbox"/> is not <input checked="" type="checkbox"/> is required to sign this document and return <u>1</u> copies to the issuing office.					
14. Description of Amendment/Modification (Organized by UCF Section headings, including solicitation/contract subject matter where feasible.) The above solicitation is hereby amended as follows: A. Delete pages 2-17 in their entirety Insert revised pages 2 -17, See Attachment A					
Except as provided herein, all terms and conditions of the document is referenced in Item 9A or 10A remain unchanged and in full force and effect.					
15A. Name and Title of Signer (Type or print)			16A. Name of Contracting Officer Kenneth Hayslette		
15B. Name of Contractor		15C. Date Signed		16B. District of Columbia	16C. Date Signed
(Signature of person authorized to sign)				<i>Kenneth Hayslette</i> (Signature of Contracting Officer)	14 Sept 2010

**SECTION B
CONTRACT TYPE, SUPPLIES OR SERVICES AND PRICE/COST**

B.1 INTRODUCTION

The District of Columbia Office of Contracting and Procurement, on behalf of the Department of Human Services (DHS) (the “District”), is seeking a Contractor to provide management oversight for the homeless services continuum of care including a network of service providers to provide services to approximately 17,000 individuals who are homeless or at risk of becoming homeless in the District. The Contractor shall provide emergency shelter, transitional housing, and permanent housing with supportive services for homeless individuals and families in the District.

B.2 CONTRACT TYPE

The District contemplates award of a firm fixed price contract.

B.3 PRICE SCHEDULE

B.3.1 Base Year Period of Performance

Contract Line Item No. (CLIN)	Item Description	UNIT	QUANTITY	PRICE PER UNIT	TOTAL PRICE
0001	Administrative Management Oversight C.5.1	Monthly	9	\$ _____	\$ _____ *
0002	Supplies, Material & Equipment C.5.2	Monthly	9	\$ _____	\$ _____
0003	Maintenance of District owned facilities C.5.3	Monthly	9	\$ _____	\$ _____
0004	Security Services for Single Adults C.5.4	Monthly	9	\$ _____	\$ _____
0005	Food Service – Single Adults C.5.5	Monthly	9	\$ _____	\$ _____
0006	Hypothermia Shelters/Beds – Single Adults C.5.6	Monthly	9	\$ _____	\$ _____
0007	Low-Barrier/Emergency Shelters/Beds - Single Adults C.5.7	Monthly	9	\$ _____	\$ _____
0008	Temporary Shelters/Beds – Single Adults C.5.8	Monthly	9	\$ _____	\$ _____

DCJA-2010-R-0007 Management Oversight – Homeless Services Continuum of Care

Contract Line Item No. (CLIN)	Item Description	UNIT	QUANTITY	PRICE PER UNIT	TOTAL PRICE
0009	Transitional Shelter/Programs – Single Adults C.5.9	Monthly	9	\$ _____	\$ _____
00010	Emergency and Transitional Safe Shelter - Victims of Domestic Violence C.5.10	Monthly	9	\$ _____	\$ _____
00011	District Permanent Supportive Housing - Single Adults C.5.11	Monthly	9	\$ _____	\$ _____
00012	Homeless Services for Youth C.5.12	Monthly	9	\$ _____	\$ _____
00013	Day/Feeding Programs – Single Adults C.5.13	Monthly	9	\$ _____	\$ _____
00014	Temporary Shelters/Beds – Families C.5.14	Monthly	9	\$ _____	\$ _____
00015	Transitional Housing (Site-Based) – Families C.5.15	Monthly	9	\$ _____	\$ _____
00016	Transitional Housing (Scattered Sites) - Families C.5.16	Monthly	9	\$ _____	\$ _____
00017	District Permanent Supportive Housing - Families C.5.17	Monthly	9	\$ _____	\$ _____
00018	Transition Services C.5.25 (Base Year Only)	Monthly	3	\$ _____	\$ _____

***CLIN for Administrative Management Oversight is not to exceed 8% of the total of all other line items excluding Transition Services**

B.3.2 OPTION YEAR ONE (1)

Contract Line Item No. (CLIN)	Item Description	UNIT	QUANTITY	PRICE PER UNIT	TOTAL PRICE
1001	Administrative Management Oversight C.5.1	Monthly	12	\$ _____	\$ _____ *
1002	Supplies, Material & Equipment C.5.2	Monthly	12	\$ _____	\$ _____
1003	Maintenance of District owned facilities C.5.3	Monthly	12	\$ _____	\$ _____
1004	Security Services for Single Adults C.5.4	Monthly	12	\$ _____	\$ _____
1005	Food Service – Single Adults C.5.5	Monthly	12	\$ _____	\$ _____
1006	Hypothermia Shelters/Beds - Single Adults C.5.6	Monthly	12	\$ _____	\$ _____
1007	Low-Barrier/Emergency Shelters/Beds - Single Adults C.5.7	Monthly	12	\$ _____	\$ _____
1008	Temporary Shelters/Beds – Single Adults C.5.8	Monthly	12	\$ _____	\$ _____
1009	Transitional Shelter/Programs – Single Adults C.5.9	Monthly	12	\$ _____	\$ _____
10010	Emergency and Transitional Safe Shelter - Victims of Domestic Violence C.5.10	Monthly	12	\$ _____	\$ _____
10011	District Permanent Supportive Housing - Single Adults C.5.11	Monthly	12	\$ _____	\$ _____
10012	Homeless Services for Youth C.5.12	Monthly	12	\$ _____	\$ _____
10013	Day/Feeding Programs – Single Adults C.5.13	Monthly	12	\$ _____	\$ _____

DCJA-2010-R-0007 Management Oversight – Homeless Services Continuum of Care

Contract Line Item No. (CLIN)	Item Description	UNIT	QUANTITY	PRICE PER UNIT	TOTAL PRICE
10014	Temporary Shelters/Beds – Families C.5.14	Monthly	12	\$ _____	\$ _____
10015	Transitional Housing (Site-Based) – Families C.5.15	Monthly	12	\$ _____	\$ _____
10016	Transitional Housing (Scattered Sites) - Families C.5.16	Monthly	12	\$ _____	\$ _____
10017	District Permanent Supportive Housing - Families C.5.17	Monthly	12	\$ _____	\$ _____

***CLIN for Administrative Management Oversight is not to exceed 8% of the total of all other line items**

B.3.3 OPTION YEAR TWO (2)

Contract Line Item No. (CLIN)	Item Description	UNIT	QUANTITY	PRICE PER UNIT	TOTAL PRICE
2001	Administrative Management Oversight C.5.1	Monthly	12	\$ _____	\$ _____ *
2002	Supplies, Material & Equipment C.5.2	Monthly	12	\$ _____	\$ _____
2003	Maintenance of District owned facilities C.5.3	Monthly	12	\$ _____	\$ _____
2004	Security Services for Single Adults C.5.4	Monthly	12	\$ _____	\$ _____
2005	Food Service – Single Adults C.5.5	Monthly	12	\$ _____	\$ _____
2006	Hypothermia Shelters/Beds - Single Adults C.5.6	Monthly	12	\$ _____	\$ _____
2007	Low-Barrier/Emergency Shelters/Beds - Single Adults C.5.7	Monthly	12	\$ _____	\$ _____
2008	Temporary Shelters/Beds – Single Adults C.5.8	Monthly	12	\$ _____	\$ _____
2009	Transitional Shelter/Programs – Single Adults C.5.9	Monthly	12	\$ _____	\$ _____
20010	Emergency and Transitional Safe Shelter - Victims of Domestic Violence C.5.10	Monthly	12	\$ _____	\$ _____
20011	District Permanent Supportive Housing - Single Adults C.5.11	Monthly	12	\$ _____	\$ _____

DCJA-2010-R-0007 Management Oversight – Homeless Services Continuum of Care

Contract Line Item No. (CLIN)	Item Description	UNIT	QUANTITY	PRICE PER UNIT	TOTAL PRICE
20012	Homeless Services for Youth C.5.12	Monthly	12	\$ _____	\$ _____
20013	Day/Feeding Programs – Single Adults C.5.13	Monthly	12	\$ _____	\$ _____
20014	Temporary Shelters/Beds – Families C.5.14	Monthly	12	\$ _____	\$ _____
20015	Transitional Housing (Site-Based) – Families C.5.15	Monthly	12	\$ _____	\$ _____
20016	Transitional Housing (Scattered Sites) - Families C.5.16	Monthly	12	\$ _____	\$ _____
20017	District Permanent Supportive Housing - Families C.5.17	Monthly	12	\$ _____	\$ _____

***CLIN for Administrative Management Oversight is not to exceed 8% of the total of all other line items**

B.3.4 OPTION YEAR THREE (3)

Contract Line Item No. (CLIN)	Item Description	UNIT	QUANTITY	PRICE PER UNIT	TOTAL PRICE
3001	Administrative Management Oversight C.5.1	Monthly	12	\$ _____	\$ _____ *
3002	Supplies, Material & Equipment C.5.2	Monthly	12	\$ _____	\$ _____
3003	Maintenance of District owned facilities C.5.3	Monthly	12	\$ _____	\$ _____
3004	Security Services for Single Adults C.5.4	Monthly	12	\$ _____	\$ _____
3005	Food Service – Single Adults C.5.5	Monthly	12	\$ _____	\$ _____
3006	Hypothermia Shelters/Beds - Single Adults C.5.6	Monthly	12	\$ _____	\$ _____
3007	Low-Barrier/Emergency Shelters/Beds - Single Adults C.5.7	Monthly	12	\$ _____	\$ _____
3008	Temporary Shelters/Beds – Single Adults C.5.8	Monthly	12	\$ _____	\$ _____
3009	Transitional Shelter/Programs – Single Adults C.5.9	Monthly	12	\$ _____	\$ _____
30010	Emergency and Transitional Safe Shelter - Victims of Domestic Violence C.5.10	Monthly	12	\$ _____	\$ _____
30011	District Permanent Supportive Housing - Single Adults C.5.11	Monthly	12	\$ _____	\$ _____

DCJA-2010-R-0007 Management Oversight – Homeless Services Continuum of Care

Contract Line Item No. (CLIN)	Item Description	UNIT	QUANTITY	PRICE PER UNIT	TOTAL PRICE
30012	Homeless Services for Youth C.5.12	Monthly	12	\$ _____	\$ _____
30013	Day/Feeding Programs – Single Adults C.5.13	Monthly	12	\$ _____	\$ _____
30014	Temporary Shelters/Beds – Families C.5.14	Monthly	12	\$ _____	\$ _____
30015	Transitional Housing (Site-Based) – Families C.5.15	Monthly	12	\$ _____	\$ _____
30016	Transitional Housing (Scattered Sites) - Families C.5.16	Monthly	12	\$ _____	\$ _____
30017	District Permanent Supportive Housing - Families C.5.17	Monthly	12	\$ _____	\$ _____

***CLIN for Administrative Management Oversight is not to exceed 8% of the total of all other line items**

B.3.5 OPTION YEAR FOUR (4)

Contract Line Item No. (CLIN)	Item Description	UNIT	QUANTITY	PRICE PER UNIT	TOTAL PRICE
4001	Administrative Management Oversight C.5.1	Monthly	12	\$ _____	\$ _____ *
4002	Supplies, Material & Equipment C.5.2	Monthly	12	\$ _____	\$ _____
4003	Maintenance of District owned facilities C.5.3	Monthly	12	\$ _____	\$ _____
4004	Security Services for Single Adults C.5.4	Monthly	12	\$ _____	\$ _____
4005	Food Service – Single Adults C.5.5	Monthly	12	\$ _____	\$ _____
4006	Hypothermia Shelters/Beds - Single Adults C.5.6	Monthly	12	\$ _____	\$ _____
4007	Low-Barrier/Emergency Shelters/Beds - Single Adults C.5.7	Monthly	12	\$ _____	\$ _____
4008	Temporary Shelters/Beds – Single Adults C.5.8	Monthly	12	\$ _____	\$ _____
4009	Transitional Shelter/Programs – Single Adults C.5.9	Monthly	12	\$ _____	\$ _____
40010	Emergency and Transitional Safe Shelter - Victims of Domestic Violence C.5.10	Monthly	12	\$ _____	\$ _____
40011	District Permanent Supportive Housing - Single Adults C.5.11	Monthly	12	\$ _____	\$ _____
40012	Homeless Services for Youth C.5.12	Monthly	12	\$ _____	\$ _____
40013	Day/Feeding Programs – Single Adults C.5.13	Monthly	12	\$ _____	\$ _____

Contract Line Item No. (CLIN)	Item Description	UNIT	QUANTITY	PRICE PER UNIT	TOTAL PRICE
40014	Temporary Shelters/Beds – Families C.5.14	Monthly	12	\$ _____	\$ _____
40015	Transitional Housing (Site-Based) – Families C.5.15	Monthly	12	\$ _____	\$ _____
40016	Transitional Housing (Scattered Sites) - Families C.5.16	Monthly	12	\$ _____	\$ _____
40017	District Permanent Supportive Housing - Families C.5.17	Monthly	12	\$ _____	\$ _____

***CLIN for Administrative Management Oversight is not to exceed 8% of the total of all other line items**

B.3.6 Grand Total

Period of Performance	Total Price
Base Year (B.3.1)	\$ _____
Option Year One (1) (B.3.2)	\$ _____
Option Year Two (2) (B.3.3)	\$ _____
Option Year Three (3) (B.3.4)	\$ _____
Option Year Four (4) (B.3.5)	\$ _____
Grand Total	\$ _____

B.4 CBE REQUIREMENTS

An offeror responding to this solicitation must submit with its proposal, a notarized statement detailing any subcontracting plan required by law. Proposals responding to this RFP shall be deemed nonresponsive and shall be rejected if the offeror fails to submit a subcontracting plan that is required by law. For contracts in excess of \$250,000, at least 15% of the dollar volume of the contract shall be subcontracted in accordance with section H.9.1.

SECTION C
SPECIFICATIONS/WORK STATEMENT

C.1 SCOPE

The District of Columbia Office of Contracting and Procurement, on behalf of the Department of Human Services (DHS) (the “District”), is seeking a Contractor to provide management oversight for the homeless services continuum of care including a network of service providers to provide services to approximately 17,000 individuals who are homeless or at risk of becoming homeless in the District. The Contractor shall provide emergency shelter, transitional housing, and permanent housing with supportive services for homeless individuals and families in the District.

C.2 APPLICABLE DOCUMENTS

The following documents are applicable to the performance of the required services and are hereby incorporated by this reference. The Contractor shall provide the required services in accordance with the following documents and any future revisions:

Item #	Document Type	Title	Date
1	D.C. Law	Homeless Services Reform Act of 2005, as amended D.C. Official Code § 4-751.01 et seq.	2007
2	DC Municipal Regulations	Rules Relevant to Governing the Homeless Services Continuum of Care, including Title 29, Chapter 25 http://www.dcregs.dc.gov/Gateway/ChapterHome.aspx?ChapterNumber=29-25	2010
3	Federal Law	McKinney-Vento Homeless Assistance Act Federal Law No. 42 USC 11302 http://center.serve.org/nche/m-v.php	1987
4	Federal Regulation	Homeless Management Information System (HMIS); Data and Technical Standards Final Notice http://www.homebaseccc.org/PDFs/HMIS/HMIS%20Aug%20HUD%20DV%20Guide.pdf	2004
5	Federal Guidelines	The 2005 Health and Human Services Poverty Guidelines http://aspe.hhs.gov/poverty/05poverty.shtml	2005
6	Federal Guidelines	US Department of Agriculture USDA Model Food Code www.fda.gov/.../Food/FoodSafety/RetailFoodProtection/FoodCode/FoodCode2009/UCM189448.pdf	1999
7	D.C. Law	D.C. Official Code §48-104, Subtitle 1. Food Food and Drug Enforcement	2004

Item #	Document Type	Title	Date
8	Settlement Agreement	Settlement Agreement between the U.S. of America and the District of Columbia under the Americans with Disabilities Act (DJ# 204-16-96) http://www.ada.gov/dc_shelter.htm	2008
9	Chart	Program/Facility Inventory Chart (Attachment J.10)	2010
10	Federal Guidelines	Office of Management and Budget Circular A-122 and A-123 http://www.whitehouse.gov/omb/circulars/	Most Recent
11	DC Municipal Regulations	Title 14 Apartments	Most Recent
12	District Document	Homeless No More Plan; A Strategy for Ending Homelessness in Washington DC by 2014 http://www.ich.gov/slocal/plans/washingtondc.pdf	Most Recent
13	District Document	The Permanent Supportive Housing for the Chronically Homeless in the District of Columbia: Unit Generation Report http://ich.dc.gov/ich/frames.asp?doc=/ich/lib/ich/pdf/permanent_supportive_housing.pdf	Most Recent
14	District Document	Strategic Action Plan to End Homelessness http://www.ich.dc.gov/ich/cwp/view,a,1395,q,577447.asp	Most Recent

C.3 DEFINITIONS

These terms when used in this RFP have the following meanings:

- C.3.1 Adequate nighttime residence** - A housing accommodation that is not likely to jeopardize the health, safety, or welfare of its occupants.
- C.3.2 Adult** - any individual who has reached the age of majority under District law as defined in section 46-101 of the D.C. Code; or qualifies as an emancipated minor under District Law.
- C.3.3 Administrative Review** – A legal process to determine a resolution as a result of a fair hearing request.
- C.3.4 Apartment** style is a housing unit that has separate cooking facilities and other basic necessities to enable families to prepare and consume meals; bathroom facilities for the use of the family; and separate sleeping quarters for adults and minor children in accordance with the occupancy standards of Title 14 of the D.C. Municipal Regulations.
- C.3.5 At-Risk Population** - Those persons who are in imminent danger of homelessness and are at risk of losing their permanent housing due to inhabitable living conditions and/or receipt of an eviction notice.

- C.3.6 Case Management** – A service that engages homeless individuals and families and provides assistance in: identifying barriers, needs and strengths; developing goals; identifying resources and support; and, connecting homeless individuals and/or families residing in a shelter or other homeless services programs within the Continuum of Care to the needed resources, supports and supportive services to achieve identified goals.
- C.3.7 Client** - An individual or family seeking, receiving, or eligible for publicly funded services within the Continuum of Care.
- C.3.8 Community for Creative Non-Violence** – A single adult shelter located at 425 2nd Street, N.W. managed by a Board of Directors.
- C.3.9 Continuum of Care** - An evolving and comprehensive system of services for individuals and families who are homeless or at risk of becoming homeless designed to serve clients based on their individual level of need. The Continuum of Care may include crisis intervention, outreach and assessment services, hypothermia services, shelter, transitional housing, permanent supportive housing referral services, and other supportive services.
- C.3.10 Day/Feeding Program** – A program or service that offers day respite and other services which may include: food, case management, social services, clothing, and referrals to other services.
- C.3.11 Department** - The District of Columbia Department of Human Services or any successor organizational unit (in whole or in part).
- C.3.12 Engagement** - Engagement occurs when each of the following occurs:
- a. a person who is homeless is willing to interact with a homeless services or mental health worker,
 - b. there are multiple contacts,
 - c. there is continuity in the contacts of either a referral or connection to another provider or the homeless person has an awareness of the role of the homeless services or mental health worker, and
 - d. there is a record of the contacts.
- C.3.13 Homeless** - A person or persons who lack a fixed, regular residence that provides safe housing, and lacking the financial means to acquire such a residence immediately, including any individual or family who is fleeing, or is attempting to flee, domestic violence, and who have no other residence and lack the resources or support networks to obtain safe housing; or, having a primary night time residence that is:
- a. A supervised publicly or privately operated shelter or transitional housing facility designed to provide temporary living accommodations; or
 - b. A public or private place not designed for or ordinarily used as a regular sleeping accommodation for individuals or families.
- C.3.14 Family** – A group of individuals with at least one minor or dependent child, regardless of blood relationship, age, or marriage, whose history and/or statements reasonably tend to demonstrate that they intend to remain together as a family unit; or a pregnant woman in her third trimester.

- C.3.15 Homeless No More Plan** –The ten year comprehensive plan to end homelessness by preventing and improving the quality of life for all residents in the District of Columbia (Applicable Document #12)
- C.3.16 Homeless Person or Family**– An individual or family who:
- a. Lacks a fixed, regular, and adequate nighttime residence or the financial ability to immediately acquire one, including any individual or family who is fleeing, or is attempting to flee, domestic violence, and who have no other residence and lack the resources or support networks to obtain safe housing; or has a primary nighttime residence that is:
 - b. A supervised publicly or privately operated shelter or transitional housing facility designed to provide temporary living accommodations; or
 - c. A public or private place not designed for, ordinarily used as, a regular sleeping accommodation for human beings.
- C.3.17 The District of Columbia’s Permanent Supportive Housing Program** – District operated program encompassing an innovative approach to ending homelessness for chronically homeless individuals and families with histories of homelessness who are vulnerable. Elements of the program include: identifying the most vulnerable homeless individuals and families who have been homeless the longest and moving them quickly into permanent housing with rental subsidies and ongoing case management/supportive services.
- C.3.18 Hypothermia Shelter/Beds** - A public or private building that the District shall make available whenever the actual or forecasted temperature, including the wind chill factor, falls below 32 degrees Fahrenheit, in order to provide 24-hour shelter to families and 24 hour shelter to individuals (during aforementioned weather conditions only) who are homeless and cannot access other shelter. Specific beds may be designated as *hypothermia beds* at shelters, facilities and programs that are not categorized as hypothermia shelters. Hypothermia shelters/beds may be designated as seasonal (once opened initially they shall stay open every night for the season) or alert only (only open when hypothermia alerts are called). Hypothermia shelters/beds may be used (at the discretion of the District) outside of the season based on need.
- C.3.19 Interagency Council on Homelessness (ICH)** - The city-wide council made up of District agency directors, representatives from the homeless provider community, homeless advocates and current/formerly homeless individuals. The council is chaired by the City Administrator and formulates policy for homeless services. It is mandated by the Homeless Services Reform Act.
- C.3.20 Low-Barrier/Emergency Shelter** - an overnight housing accommodation for individuals, who are homeless, provided directly by, or through contract with or grant from, the District, for the purpose of providing shelter to individuals without imposition of identification, time limits, or other program requirements.
- C.3.21 Permanent Housing** – Program/service which provides affordable housing (typically with a rental subsidy that is not time-limited) to homeless individuals and/or families.
- C.3.22 Permanent Supportive Housing** - Program/service which provides permanent housing (typically with a rental subsidy) and supportive services to homeless individuals and/or families. Individuals and/or families housed through this program/service type are expected to receive ongoing supportive services. Housing may be site-based or scattered sites.

- C.3.23 Point in Time Survey** – An annual regional enumeration of the homeless population conducted by the Metropolitan Washington Council of Governments (COG) for persons who are living on the streets, in emergency shelters, in transitional and permanent housing, or otherwise homeless and in need of help to obtain safe shelter.
- C.3.24 Prevention Services** - Those services that assist persons in crisis while creating new resources and service methodologies that reduce the incidence of crisis and prevent an individual or family from becoming homeless. Services typically include financial assistance.
- C.3.25 Provider** - An individual, firm, partnership, corporation, or other organization selected by the contractor to serve as a subcontractor and to provide shelter and/or supportive services to homeless persons.
- C.3.26 Resident of the District** - An individual or family who is living in the District of Columbia voluntarily, not for a temporary purpose, and has no current intention of moving from the District. The term “resident of the District” shall be interpreted and applied in accordance with section 4-205.03 of the D.C. Code.
- C.3.27 Scattered Site** - Housing that is scattered in multiple buildings/homes/sites. Typically privately owned/operated buildings/homes that are leased to program clients by the landlord and the program provides rental subsidies.
- C.3.28 Self-sufficiency** - A functional and economic state based on the provision of services that result in less dependency on governmental support systems while at the same time, maintaining permanent housing and employment.
- C.3.29 Service Plan** - A written plan, developed and agreed upon by both the Service Provider and the client, consisting of time-specific goals and objectives designed to promote self-sufficiency and attainment of permanent housing; these goals and objectives are based on the client’s individually assessed needs, desires, strengths, resources, and limitations.
- C. 3.30 Service Provider** – Contractor or subcontractor that provides direct shelter and related services.
- C.3.31 Severe weather conditions** - Refers to outdoor weather conditions whenever the actual or forecasted temperature, including the wind chill factor or heat index, falls below 32 degrees Fahrenheit or rises above 95 degrees Fahrenheit.
- C.3.32 Site Based** - A housing/homeless program that is centralized in one building/facility
- C.3.33 Supportive housing** - Transitional housing and permanent supportive housing.
- C.3.34 Supportive Services** - An array of social services aimed at enabling housing stability and the improved quality of life of an individual or family who is at risk of homeless, experiencing homelessness, or is formerly homeless and requires ongoing assistance. These services may include: employment; physical health; mental health; alcohol and other substance abuse recovery; child care; transportation; case management; and, other health and social service needs which, if unmet, may be barriers to obtaining or maintaining permanent housing.
- C.3.35 Temporary shelter** – Non permanent shelter accommodation that falls into one of the following

types:

- a. A housing accommodation for individuals who are homeless that is open either twenty-four (24) hours or at least twelve (12) hours each day, other than a severe weather shelter or a low barrier shelter, provided directly by, or through contract with or grant from the District, for the purpose of providing shelter and supportive services; or
- b. A twenty-four (24) hour apartment style housing accommodation for individuals or families who are homeless, other than a severe weather shelter, provided directly by, or through contract with or grant from, the District, for the purpose of providing shelter and supportive services; or
- c. A housing accommodation for individuals who are homeless that is open either twenty-four (24) hours or at least twelve (12) hours each day, other than a severe weather shelter or a low barrier shelter, provided directly by, or through contract with or grant from the District, for the purpose of providing shelter and supportive services with a specific focus on a target population (e.g., working men seniors, veterans etc.), a specific focus on issue/barrier for the homeless (e.g., mental health, disabilities, etc.) or both. These facilities programs are considered “*specialty programs/shelters*.” DHS, the Contractor and subcontractors shall partner with Federal and other District agencies (e.g., U.S. Department of Veterans Affairs, DC Department of Health, DC Department of Mental Health, DC Office on Aging, etc.) to connect clients in specialty shelters to mainstream services provided by these agencies. Additionally, as designated by DHS, the Contractor shall ensure that subcontractors at specialty shelters are certified to receive reimbursements for direct services provided to clients as applicable.

C.3.36 Toiletries – a personal care kit which may include soap, shampoo, shaving cream, razor, deodorant, tooth paste and tooth brush.

C.3.37 Transitional Housing - A twenty-four (24) hour housing accommodation provided directly by, or through contract with or grant from, the District, for individuals and families who are homeless; require a structured program of supportive services for up to two (2) years or as long as necessary in order to prepare for self-sufficient living in permanent housing; and consent to a Service Plan developed collaboratively with the Provider, which are designed to prepare individuals and families for self-sufficient living and/or transitioning into permanent or permanent supportive housing.

C.4 BACKGROUND

In 1993, the U.S. Department of Housing and Urban Development designated the District of Columbia and five other cities as pilots for the development of a “continuum of care” to transform services for persons who were homeless from systems focused on emergency services to comprehensive service delivery systems. The continuum of care services included outreach, assessment, treatment and support services across an array of emergency, transitional and permanent housing. The District implemented its D.C. Homeless Initiative through a partnership with the U.S. Department of Housing and Urban Development and a local, non-profit agency, The Community Partnership for the Prevention of Homelessness. By the end of the D.C. Initiative in 1999, local agencies, supported by substantial funding from the District and federal governments, transformed the homeless system. Under the Continuum of Care, the homeless system was

ATTACHMENT B

- C.5.1.5** The Contractor shall comply with the guidelines of the Office of Management and Budget (OMB) Circular A-133 and A-122. The Contractor shall comply with, and ensure its sub-contractors comply with, all provisions of the Homeless Services Reform Act of 2005, as amended (HSRA), the implementing regulations, and any subsequent amendments to the HSRA or implementing regulations. The Contractor shall comply with, and ensure its sub-contractors comply with, all provisions of the Settlement Agreement between the U.S. of America and the District of Columbia under the Americans with Disabilities Act (DJ# 204-16-96).
- C.5.1.6** The Contractor shall provide (and ensure that its subcontractors provide) homeless services in accordance with policies, standards and best practices as developed and/or approved by DHS.
- C.5.1.6.1** The Contractor shall ensure that its subcontractors promote a climate where staff are well trained and respectful of clients.
- C.5.1.6.2** The Contractor shall ensure that its subcontractors reinforce a culture of hospitality and customer service to create the foundation for trust and empowering clients.
- C.5.1.6.3** The Contractor shall ensure that its subcontractors share information with intake/service centers (as applicable) to enable effective outreach and connection to services. The Contractor shall ensure that its subcontractors effectively monitor the appropriateness of their programs/services for clients and refer clients to other programs/services when those programs/services are deemed to be more appropriate.
- C.5.1.7** The Contractor shall provide oversight and monitoring of the shelter/program services for compliance with contract specifications.
- C.5.1.8** The Contractor shall establish oversight capacity that will confirm that the shelter network facilities have a Certificate of Occupancy, maintain safe facilities that and are in compliance with fire safety requirements, maintain required documentation, maintain case records, provide case management services, maintain personnel records, provide required staff training, and provide for customer feedback.
- C.5.1.9** The Contractor shall maintain clients' records at shelter/housing facilities (or Contractor/provider office when applicable) that include basic case management forms and documentation, including but not limited to: Eligibility Determination (either homeless, disabled, or from a targeted population); Intake Information; Resident Contract; House Rules; Listing of Rights and Responsibilities; Release of Information Form; Initial Assessment; Case Management Plan; Documentation of Escrow and Escrow balance; and Case Notes.
- C.5.1.10** The Contractor shall establish oversight capacity that will confirm that the shelter network facilities have a Certificate of Occupancy, maintain safe facilities that are in compliance with fire safety requirements, maintain required documentation, maintain case records, provide case management services, maintain personnel records, provide required staff training, and provide for customer feedback.
- C.5.1.11** The Contractor shall maintain clients' records at shelter/housing facilities (or Contractor/provider office when applicable) that include basic case management forms and documentation, including but not limited to: Eligibility Determination (either homeless, disabled, or from a targeted population); Intake Information; Resident Contract; Program Rules; Listing of Rights and Responsibilities;

Release of Information Form; Initial Assessment; Case Management Plan; Documentation of Escrow and Escrow balance; and Case Notes.

- C.5.1.12** The Contractor shall ensure that clients who present himself or herself as being disabled and unable to seek employment are referred for disability benefits.
- C.5.1.13** The Contractor shall develop, submit and implement a contact compliance plan to ensure that each program, service and subcontractor operates in compliance with all applicable laws, regulations, practice standards and provisions listed in Section C.5 of this solicitation. The Contractor shall provide the COTR with the plan within 30 days of contract award. The Contractor must submit to the COTR documentation on a monthly basis of the implementation, findings and actions to cure deficiencies related to the plan. The Contractor shall ensure that all programs for which it has oversight for complies with the requirement for developing program rules that are in compliance with the HRSA and the published rules for the homeless continuum of care. These rules must be submitted annually (by the date designated by DHS) to, and approved by, DHS. The Contractor shall assist DHS staff with its annual monitoring of all programs under the continuum of care. DHS monitoring shall be specific to program compliance with HRSA, and the Settlement Agreement between the U.S. of America and the District of Columbia under the Americans with Disabilities Act (DJ# 204-16-96). The Contractor shall also assist DHS with and any/all investigations of complaints, as well as assist with the resolution of complaints.
- C.5.1.14** The Contractor shall ensure and confirm that Temporary Assistance for Needy Families (TANF) transfer funds are earmarked for serving children or their families who are TANF eligible as required by the U.S. Department of Health and Human Services. The Contractor shall provide the COTR with documentation on TANF earmarking requirements for eligible families within six months of contract award.
- C.5.1.15** The Contractor shall complete a compliance report following each site visit that identifies deficiencies and includes a corrective action plan, as needed. The Contractor shall provide the COTR with the deficiencies and the corrective action plans on a monthly basis.
- C.5.1.16** The Contractor shall implement the corrective action plans and shall provide to the COTR the updated corrective action plans on a monthly basis.
- C.5.1.17** The Contractor shall maintain all compliance reports on file.
- C.5.1.18** The Contractor shall conduct an annual Customer Satisfaction Survey of the homeless clients and provide to the COTR a sampling of the Customer Satisfaction Survey within 30 days of completion.
- C.5.1.19** The Contractor shall provide homeless shelter sites that are safe and secure by providing security services for low-barrier shelter and other shelters/programs as needed.
- C.5.1.20** The Contractor shall ensure that all provisions of the Americans with Disabilities Act and the settlement agreement between DHS and the U.S. Department of Justice (DJ# 204-16-96) is complied with by all contractors/service providers within the continuum of care.
- C.5.1.21** The Contractor shall establish and maintain the capacity to provide and execute Emergency Preparedness Plans for homeless individuals and families in the event that there is a disaster or declared emergency. The Contractor shall provide to the COTR an executed Emergency

ATTACHMENT C

through C.5.18.

- C.5.1.32.2** The Contractor shall report unusual incidents by FAX or telephone immediately upon the occurrence of the incident to the DHS/FSA COTR (or other designated DHS staff) no later than hours or the next business day of the incident and in writing within three (3) days after incident occurrence. The report shall be on the DHS Form 1243, Unusual Incident Report Form, see Section J.
- C.5.1.32.3** An **unusual incident** is an event that affects staff (Contractor employees or network provider staff) or customers and is significantly different from the regular routine or established procedures. Examples of these incidents include, but are not limited to:
- a. Unusual death;
 - b. Injury;
 - c. Unexplained absence of a client;
 - d. Physical, sexual, or verbal abuse of a client by staff or other clients;
 - e. Staff negligence;
 - f. Fire;
 - g. Theft, destruction of property, or sudden serious problems in the physical facility;
 - h. Complaints from families of clients;
 - i. Requests for information from the press, attorneys, or government officials outside of DHS staff involved with the contract; and
 - j. Client behavior requiring attention of staff not usually involved in their care.
- C.5.1.32.4** The Contractor shall submit a final report to the DHS/FSA COTR no later than the 30th day after expiration of the contract. This report will summarize all service delivery data, accomplishments, issues, and recommendations
- C.5.1.33** **Protection of Clients' Rights**
- C.5.1.33.1** The Contractor shall establish Program rules for shelter facilities within 30 days of the contract award and shall post these rules in common areas, including dining rooms, meeting areas, common hallways and administrative offices, in each shelter facility.
- C.5.1.33.2** The Contractor shall establish procedures for filing grievances within 30 days of the contract award and shall post these procedures in common areas, including dining rooms, meeting areas, common hallways and administrative offices, in each shelter facility.
- C.5.1.33.3** The Contractor shall create, monitor and follow-up on call received form, a complaint hotline for clients and list this information and phone number prominently at all shelter/program facilities.
- C.5.1.33.4** The Contractor shall comply with applicable Federal and District statutes and regulations, including eligibility determination, client due process rights to an Administrative Review and Fair Hearing, and non-discrimination.
- C.5.1.33.5** The Contractor shall provide representation before the Office of Administrative Hearings to represent the Contractor if a client requests a fair hearing directly related to an action taken by the Contractor. The Contractor shall also ensure that its subcontractors are represented at all hearing when a client requests a hearing directly related to an action taken by a subcontractor.
- C.5.1.33.6** The Contractor shall ensure that no shelter or housing program, without prior approval from the

Contractor, stores or otherwise handles client medications, except upon request by the client as a reasonable accommodation.

C.5.1.34 Staff Requirements

C.5.1.34.1 The Contractor shall ensure that sufficient professional staff is available to provide training, technical assistance, oversight and monitoring of providers in the shelter network. The Contractor shall ensure that all staff shall have a tuberculosis test. At a minimum, the Contractor's professional staff shall include:

1. Executive Director
2. Controller
3. Homeless Management Information System (HMIS) Program Coordinator
4. Full-time dedicated ADA Coordinator
5. Attorney/Legal Consultant
6. Program Monitor
7. Program Operations Officer
8. Liaison Officer
9. Program Analyst
10. Client Outreach Specialist

C.5.1.34.2 Qualifications – The required Qualifications of the Contractor's professional staff are as follows:

1. Executive Director: A minimum of a Bachelor's Degree in social work, social services, business, management, health care, or a related field from an accredited college, a minimum of ten years of management experience demonstrating capacity to develop and implement a network of service providers. Demonstrate competencies in communication, strategic planning, problem solving, financial management, team leadership, and knowledge of homeless programs and services.
2. Controller: A minimum of a Bachelor's Degree in accounting, finance, or business from an accredited college; a minimum of five (5) years of experience in accounting and non-profit financial management. A strong working knowledge of accounting software and spreadsheets and Federal OMB Circulars.
3. Homeless Management Information System (HMIS) Program Coordinator: A minimum of a Bachelor's degree in business administration, computer science, or a related field from an accredited college. A minimum of three (3) years of experience in data base applications, provision of Help Desk Assistance to users, and software training. Knowledge of federal Homeless Management Information System data element requirements and safeguards.
4. ADA Coordinator: A minimum of a college degree from an accredited college; a minimum of three (3) years experience as an ADA Coordinator (or a position with similar

responsibilities) with extensive knowledge of Americans with Disability Act, reasonable accommodations processes and procedures, and the ADA Accessibility Guidelines (ADAAG).

5. Attorney/Legal Consultant: A minimum of a Juris Doctorate (JD) degree from an accredited law school, licensed to practice law in the District of Columbia. A minimum of two (2) years of experience in the practice of law. Knowledge of homeless laws, rules and regulations as they apply to the homeless service program in the District of Columbia.
6. Program Monitor: A minimum of a college degree in social work, human services or a related field from an accredited college. A minimum of two (2) years of experience in social services delivery. Knowledge of rules and regulations of federal and District homeless programs, effective oral and written communication skills, and ability to understand dual roles of monitoring for compliance and providing technical assistance to help improve the quality of services.
7. Program Operations Officer: A minimum of a college degree from an accredited college or a combination of education and experience that would equal a four year degree; at least five (5) years of direct experience in managing the operations of a homeless program and a network of service providers.
8. Liaison Officer: A minimum of a Bachelor's Degree in social work, human services, or a related field from an accredited college. A minimum of five (5) years of experience managing progressively complex projects. Experience with management and evaluation of social service programs. Strong organizational and communication skills. Excellent analytical ability and knowledge of database systems.
9. Program Analyst: A Master's Degree in Human Services, Urban Planning, Social Work, or other related field from an accredited college. A minimum of five (5) years of experience in working with homeless services, policies, issues, laws, regulations, and trends. Knowledge of policy and program issues related to homelessness, skills in budget preparation, analysis of data, report and grant writing.
10. Client Outreach Specialist: A minimum of two (2) years of post secondary education at an accredited college and five (5) years of experience with homeless programs or social services. Ability to communicate with diverse populations, demonstrates analytical and organizational skills.

C.5.1.34.3 Background Checks

- C.5.1.34.3.1** In compliance with Chapter 4 of Title 27 of DCMR, Criminal Background Checks for District Government Contractors that Provide Direct Services to Children and Youth, the Contractor will secure criminal background checks for individuals and unsupervised volunteers, employees, and applicants for employment as required for contracting entities contracting with the District of

ATTACHMENT D

M.3 EVALUATION CRITERIA

Proposals will be evaluated based on the following evaluation factors in the manner described below:

M.3.1 Management Oversight for the Homeless Services

M3.1.1 Technical Criteria (95 Point Maximum)

Description: These factors consider the Offeror’s technical approach, technical expertise and past performance used in performing the required services as described in Section C. These factors include an examination of the quality of services provided, timeliness in service delivery, business practices and overall satisfaction with the Offeror’s performance

TECHNICAL EVALUATION FACTORS	POINTS
FACTOR A– TECHNICAL APPROACH	15
FACTOR B – TECHNICAL EXPERTISE	60
FACTOR C – PAST PERFORMANCE	20

M.3.1.1.1 TECHNICAL CRITERIA (95 Points)

Factor A: Technical approach 15 Points

- This factor considers the Technical approach to be utilized by the offeror to perform the requirements as described in Section C of this solicitation. This factor examines the offeror’s proposed technical plan, including the offeror’s service description, service delivery and knowledge of the population to be served to perform the required work. The offeror’s knowledge and application of recognized industry standards and best practice models. This factor examines all elements of the technical approach and the interdependence of each element in the successful delivery of the required services.

Factor B: Technical expertise 60 Points

- This factor considers the technical expertise to be accessed and provided by the offeror to perform the District’s requirements as described in Section C of this solicitation. This factor encompasses all components of the offeror’s staff and staff related activities including the offeror’s organizational structure, the qualifications and expertise of the offeror’s proposed staff, and the offeror’s staff development initiatives. This factor considers each staffing component, together and independently, and the importance of the interrelationships of each component toward the contribution of performing the service requirements.

- This factor also encompasses the offeror’s technical capacity to perform the required services as described in C.5, including the offeror’s quality assurance plan, system to measure and trace service delivery outcomes, and the scheduling, coordination and documentation of the requirements. This factor examines technical capacity and the overall contribution and utilization of the offeror’s techniques and processes in the successful fulfillment of the requirements.

Factor C: Past performance

20 Points

- This factor considers the offer’s past performance in performing services similar to the required services as described in Section C of this solicitation. This factor includes an examination of the quality of services provided, timelines in service delivery, business practices, and overall satisfaction of the offeror’s performance.
- The offeror shall provides references for all contracts in which the offeror has performed similar work in the past five (5) years. Work is similar, if the function, responsibilities, and duties of the offeror are essentially the same as the required services described in C.5; and
- The past performance evaluations obtained by the District from a minimum of three (3) references provided by the offeror, are satisfactory or better, as described in the instructions and rating criteria on page 2 of the District’s Past Performance Evaluation Form.

M.3.2 PRICE CRITERION

(5 Points Maximum)

The price evaluation will be objective. The offeror with the lowest price will receive the maximum price points. All other proposals will receive a proportionately lower total score. The following formula will be used to determine each offeror's evaluated price score:

$$\frac{\text{Lowest price proposal}}{\text{Price of proposal being evaluated}} \times \text{weight} = \text{Evaluated price score}$$

M.3.3 PREFERENCE POINTS AWARDED PURSUANT TO SECTION M.5.2 (12 Points Maximum)

M.3.4 TOTAL POINTS (112 Points Maximum)

Total points shall be the cumulative total of the offeror’s technical criteria points, price points and preference points, if any.

M.4 EVALUATION OF OPTION YEARS

The District will evaluate offers for award purposes by evaluating the total price for all options as well as the base year. Evaluation of options shall not obligate the District to exercise them. The total District’s requirements may change during the option years. Quantities to be awarded will be determined at the time each option is exercised.

ATTACHMENT E

**QUESTIONS FROM A POTENTIAL OFFEROR
ON SOLICITATION NUMBER DCJA-2010-R-0007
(MANAGEMENT OVERSIGHT – HOMELESS SERVICES CONTINUUM
OF CARE)**

Q 1. Number of copies – Page 1 asks for 4 copies; page 96 asks for 7 copies.
Which is correct?

A 1: Four copies are required not seven, (Reference to seven (7) copies in
Section L.2.1 has been changed under Amendment 1.)

Q 2. Will the CBE requirement be waived? B.4 page 11

A 2. No the CBE requirement will not be waived, The subcontracting
requirement has been reduced to 15%

Q 3. Applicable Documents – page 12 Only 5 listed in DCG/16 for omnibus –
Why? Number 15- Published rules – no date; published rules cited as
number 2- Are the rules in 15 different than those at number 2?
Number 16 refers to J.11 as the Not to Exceed. There is no J.11-Not to
exceed is Section B.

A 3. There are more applicable documents listed in this solicitation because
the management contractor has a much broader scope of responsibilities
and oversees multiple programs within the continuum of care and
therefore more documents are applicable based on the size, scope and
variety of programs and services overseen. Number 15 in the chart for
applicable documents is a duplication of number 2 and has been deleted
and Number 16 has been deleted as there is no longer specified not to
exceed amounts, See Amendment 1.

Q 4. Page 109 L.19 “prospective contractor must submit the following w/in 5
days of the request by the District” Does this mean submit only if asked?

A 4. Yes.

Q 5. There is no attachment J 8 “Cost Certification” page 103.

A 5. This can be obtained via the following website link:
<http://ocp.dc.gov/DC/OCP/Vendor+Support+Center/Solicitation+Attachments/Solicitation+Attachments>

Q 6. The online Data Package is very complex and cumbersome and it is unclear how it relates to this solicitation. Can it be simplified or eliminated?

A 6. This is required – the data package shows how the perspective offeror has arrived at the price they are proposing

Q 7. Page 102 No J. 3 EEO Information Report

A 7. This can be obtained via the following website link:

<http://ocp.dc.gov/DC/OCP/Vendor+Support+Center/Solicitation+Attachments/Solicitation+Attachments>

Q 7. Are the Not to Exceed amounts flexible? Is there Living Wage funding in addition to the not to exceed amounts?

A 7. The not to exceed amounts have been deleted . The Living Wage should be calculated in your price you are proposing.

Q 8. Can funds be moved among the CLINs?

A 8. No the funds cannot be moved among the CLINS

Q 9. Can this be a fixed fee contract? Administration fee is fixed fee. The disadvantages of operating the Continuum of Care under a cost reimbursable contract:

With the different types of services provided under the contract, there are multiple payment cycles.

1. The programs for which rents are paid require payment in advance by the 1st of each month. There must be sufficient cash flow to pay the landlords in a timely manner to provide stable housing for clients, to not incur the often steep late fees charged by landlords, and to maintain strong relationships with landlords to ensure their continued participation in city-funded housing programs.
2. The nonprofit subcontractors providing services are paid within 15 days of invoice submission. The ability to provide reliable cash flow for the nonprofit sub-contractors is critical to ensuring their ability to attract high-quality staff and manage their organizations effectively.

If the contract were to change to a cost reimbursement contract, it is likely that there would be a need to use bank financing to be able to

make timely payments, incurring a significant cost that would not be necessary under a fixed price contract. Even with bank financing, the payment cycle to subcontractors would have to be extended to 30-45 days, increasing the hardship on those existing contractors and making it more difficult to attract new potential subcontractors.

The nature of homeless services also means that there are times when action is urgent. Under the a cost reimbursable contract, the ability to bring resources to emergency situations would be eliminated.

A 9 This contract will be a firm fixed Price contract, based on monthly fixed fee

Q 10. If TCP secures and uses a line of credit to address cash flow issues, can we bill for finance charges? RFP requires financial capacity to operate which may involve line of credit.

A 10. No the District will not be responsible for paying finance charges.

Q 11. Will federal (HHS) funds be available to supplement local funding of DV Programs?

A. 11 Yes, but not through this solicitation.

Q 12. Is the funding for CCNV 2 and 3 South in addition to other CCNV hypothermia funding or included in it?

A. 12 Yes, CCNV 2 and 3 South and the Drop In Center are including in the Program-Facility Inventory Chart. All CCNV hypothermia related costs should be included in the pricing.

Q 13. Can the language be changed throughout the RFP from "Monitoring" to "Contract Compliance" in order to not conflict with the HSRA in appearance or intent.

A 13. Yes. Language has been changed.

Q 14. C.5.1.33.5 The Contractor shall provide representation before the Office of Administrative Hearings to represent the Contractor and on behalf of the provider, upon request, if the client requests a fair hearing.

Is the Contract expected to provide representation directly or as stated in the pre-proposal conference ensure that sub-contractors are appearing as required?

A 14. As stated in the pre-proposal conference, the management contractor shall ensure that sub-contractors appear as required.

Q 15. C.5.1.34.2 identifies an Administrative Review Officer as a required staff position.

Chapter 25, Section 2554 of the DHS Notice of Emergency and Proposed Rulemaking indicates that the Administrative Review Officer must be an employee of the Department. What is the role of the position identified with the contractor?

A 15. This position has been deleted from the list of required staff positions.

Q 16. C.5.1.33.6 – Storage of medications

How is approval to be obtained and for what category of programs will medication storage be allowed? It was stated in the pre-proposal conference that approval would occur through submission of approved program rules.

A 16. As stated in the pre-proposal conference, approval would occur through submission of approved program rules. Medication storage will be allowed for any program in which clients do not have access to an adequate storage (e.g., refrigerator, cabinet, etc.) for medication in their own unit/bed area.

ATTACHMENT F

**SIGN-IN SHEET
FOR
PRE-PROPOSAL CONFERENCE**

SOLICITATION NO: DCJA-2010-R-0007

CAPTION: Management Oversight – Homeless Services Continuum of Care

**DATE: September 1, 2010
TIME: 11:00 A.M.**

PLEASE PRINT

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